

**ASCO CODING SYSTEM
OCCUPATION LEVEL**

PART 1

OVERVIEW

CONTENTS

TITLE	PAGE
1. Introduction	1-1
2. The Coding Strategy	1-3
2.1 The First Stage Coding Procedures	1-3
2.2 Principles of the Coding Method	1-4
2.3 The Coding Index	1-5
2.4 Query Resolution	1-5
3. Required Data Items	1-6
4. Code Conventions	1-8
5. Staffing Requirements	1-9
6. Using the Coding System Documents	1-10

1. INTRODUCTION

INTRODUCTION

The *ASCO Coding System (Occupation Level)* is an integrated system of procedures for coding occupation data, obtained by census or survey, to the occupation (6-digit) level of the Australian Standard Classification of Occupations.

The system provides a two stage coding strategy that enables users:

- to code occupation responses accurately and consistently;
- to maximise the information captured from vague, ambiguous or incomplete responses; and
- to produce reliable and accurate statistics cost-effectively and efficiently.

The Coding System may be applied to any occupation data that meet two basic requirements, namely, that the data are collected on occupation as an attribute of persons, and that the data concern certain specified aspects of occupation.

The first requirement, that data are collected on occupation as an attribute of persons, arises because the system is designed to process the responses that people provide about their own or other people's occupations. It is based on the language of common discourse, not on the terms and descriptions used by occupation specialists such as labour market analysts, management consultants or industrial relations experts. The system is not designed to process specialist terms or descriptions used in formal discourse about occupations.

The second requirement concerns the content of the data collected on occupation. ASCO is a skill-based classification which groups occupations according to the similarity of tasks performed. Accurate coding therefore often requires data about the characteristics of the tasks performed in addition to the title of the occupation. The specific data items which are required and recommended are discussed in Section 3, Required Data Items.

Otherwise, the application of the Coding System is not limited by the collection base, the source of the data, or the method of collection.

The coding procedures, as described in this manual, are recommended by the ABS to code occupation responses obtained in household-based and employer-based censuses and surveys to the occupation level of ASCO. Variations in coding procedures can have significant effects on the resulting statistics and consequently on the compatibility with other statistics coded to ASCO. Users who wish to produce statistics as comparable as possible to ABS statistics should adopt the procedures specified in this manual.

The *ASCO Coding System (Occupation Level)* has been developed in two forms - a manual or clerical form and a computer-assisted form. The development of a rule-based approach to coding has enabled significant parts of the coding procedures to be automated by computer program, thereby reducing the number and complexity of the procedures to be followed by coders and consequently increasing coding efficiency. There is no functional difference between the two forms of the Coding System, that is, they are based on the same coding strategy and principles and are designed to yield the same results.

The coding strategy specifies the operational requirements necessary to implement the system. Information about the classification, its principles and conventions, is contained in the *ASCO - Statistical Classification* (ABS Catalogue No. 1222.0).

Information about other related ASCO publications and products, including the computer-assisted coding system, *ASCO Expert*, is contained in the *ASCO - Information Paper* (ABS Catalogue No. 1221.0).

2. THE CODING STRATEGY

THE CODING STRATEGY

To achieve coding which is accurate and consistent, maximises the number of codable responses and is conducted efficiently, the *ASCO Coding System (Occupation Level)* employs a two stage strategy.

In the first stage, the occupation responses are processed according to a set of formal rule-based procedures. These procedures do not require coders to have a detailed knowledge of the classification itself and place limits on the extent to which they are allowed to exercise discretionary judgement. The majority of occupation responses (in the order of 85-90 per cent) will be coded at this stage.

The remaining occupation responses, which are usually vague, ambiguous or incomplete, are treated as queries to be resolved in the second stage. These responses are not amenable to processing by fixed rules and require more relaxed guidelines. Effective query resolution requires staff to have a well developed understanding of the classification itself, and be capable of exercising considerable discretion in making decisions.

2.1 The First Stage Coding Procedures

First Stage Coding

Research conducted by the ASCO Project Team determined that there were three general types of occupation responses. These are:

- responses which could be coded accurately on the basis of title information alone;
- responses which required the use of information about both the occupation title and the tasks performed; and
- responses which contained only very vague title information and therefore could only be coded by using information about tasks performed.

To deal with these categories, a formal rule-based coding method has been developed, which prescribes the minimum information necessary to assign each particular code. It also specifies the conditions for obtaining that information from occupation responses and stipulates the procedures for using that information to obtain an accurate code.

The coding method does this by means of the *ASCO Coding Index* and coding rules. The *Coding Index* prescribes, in schematic form, the minimum information required and how it is to be obtained and used for each entry in the index. It also indicates to the coder the data items to be consulted, and the conditions for matching the minimum information requirements. The coding rules explain how the schematic form of the *Coding Index* entries is to be interpreted and provides further rules for additional coding tasks.

**Principles of the
Coding Method**

2.2 Principles of the Coding Method

The coding method is based on the principle that occupation codes are assigned primarily on the basis of information supplied in response to questions about the title of the occupation and the tasks performed by the respondent in that occupation. The only other responses used in coding to ASCO at the occupation level are responses to industry and employer questions and these may only be used to code to specific index entries. Information about industry and employer is only used in those cases where research has shown that this information, together with that provided by title, provides a reliable indication of the nature of the tasks performed. Responses to questions on occupational status, qualifications or income, are not required to code to ASCO.

Information about occupation title is accorded a primary role in the coding method. Such information is used to access the *Coding Index* entries and to make an initial selection of possible matching entries. The coding procedures specify how, in the absence of title information, coders may impute an occupation title from the task response.

In each index entry the occupation title is separated from task and other information, as coders are expected to look for an exact match between the title response and the title portion of the entry. Under certain prescribed circumstances, extraneous words in the title response may be ignored in order to effect a match with an occupation title in the index. The additional task, industry or employer information prescribed in the index entry is only required to be matched closely by the information in the response.

The requirement that the title component of the index entry must be matched exactly with the words in the title response is a fundamental principle of the coding procedures. The results of extensive research into the meaning attached to commonly used occupation titles have been incorporated into the index. The exact match requirement effectively removes from the coders' discretion that part of the coding process which relies on their having considerable specialised expertise and which is thus a primary cause of inconsistent coding.

Specific index entries have been constructed to deal with responses to the title question which are not considered occupation titles but which are nevertheless commonly given by respondents. Such index entries do not assign a code but provide further instructions to the coder.

Specific index entries have also been constructed to deal with records which contain a vague title and insufficient task or other information for accurate coding at the occupation level. These are coded to higher levels of the structure (unit, minor or major group), rather than incorrectly to a 'not elsewhere classified' occupation. The 'not elsewhere classified' occupations in ASCO are reserved strictly for occupation titles which are quite specific, but which occur too infrequently to be formed into separate positively defined occupations (see page 20 of the *ASCO - Statistical Classification*).

2.3 The Coding Index

The Coding Index

The *ASCO Coding Index* was constructed initially from an analysis of approximately 150,000 responses obtained in censuses and surveys conducted by the ABS. Since its initial construction the index has been extended and modified as a result of the implementation of ASCO in ABS collections.

Within the constraints imposed by a coding system which requires task or other information to be included in the index entry along with the occupation title, the index is designed so that the total number of entries can be kept to a minimum. This ensures efficient coding without prejudice to the quality of the statistics. This is achieved through three organising principles:

- each occupation title is indexed under a single 'basic' word and not multi-listed for each keyword; for example, the occupation title 'Insurance Clerk' is only listed under the basic word 'clerk', and not 'insurance';
- the occupation title component of the index entry contains only those words which must be found in the title, and does not include any extraneous words; and
- sets of entries are listed under the most commonly used title and are not repeated for each alternative title. The alternative titles are included with an instruction referring the coder to the most commonly used title. For example, all clerical occupations are listed only under the basic word 'clerk'. To code a 'Clerical Assistant' performing 'clerical tasks', the coder is referred to the basic word 'clerk'.

2.4 Query Resolution

Query Resolution

The second stage of the coding strategy is applied to those responses not codable by using the *Coding Index* in accordance with the coding procedures. Responses not codable in the first stage include omissions from the *Coding Index*, responses in a form which cannot be processed using the coding procedures, and responses that do not contain enough information.

The general approach in such cases is to progressively introduce greater discretion in interpreting the meaning of the responses and in determining the appropriate codes. The use of greater discretion by staff is facilitated by their understanding of the first-line coding procedures, their knowledge of the classification itself and their use of the *Coding Index: Numerical Order, ASCO - Statistical Classification and ASCO - Occupation Definitions*.

This approach is outlined in Part Five, the *Query Resolution Guide*. In addition, the *Query Resolution Guide* provides specific guidelines which have been developed to deal with particular problem areas identified through ABS implementation of the Coding System.

**REQUIRED DATA
ITEMS****3. REQUIRED DATA ITEMS**

As the result of a significant question design and testing programme conducted by the ABS, it was established that information on occupation title, main tasks or duties and industry or employer was required for accurate coding to the occupation level of ASCO.

The question wording to obtain the best quality data to facilitate accurate and efficient coding to occupation level is as follows:

- a) **In the main job held last week, what was the person's occupation?**

Give full title.

For example, Accounts Clerk, Civil Engineering Draftsman, Fast Foods Cook, Floor Tiler, Extruding Machine Operator.

For public servants, state official designation as well as occupation.

For armed services personnel, state rank as well as occupation.

- b) **What are the main tasks that the person himself/herself usually performs in that occupation?**

Describe as fully as possible.

For example, recording accounts, preparing drawings for dam construction, cooking hamburgers and chips, fixing cork tiles, operating plastic extruding machine.

- c) **For the main job held last week, what was the employer's trading name?**

For self-employed persons, give name of business.

For government employees, give full name of Department and Division, Branch or Section.

For teachers, give name of school.

- d) **What kind of industry, business or service is carried out by that employer?**

Describe as fully as possible, using two words or more, for example, dairy farming, footwear manufacturing.

These questions and the associated prompts were developed for the Census of Population and Housing and are recommended for all survey forms for self-completion.

If data are collected by personal or telephone interview, care should be taken to ensure that information on both title and tasks is collected. The questions shown on the previous page are recommended for this purpose. Interviewers should have some familiarity with the ASCO Coding System, to enable them to gauge whether the information offered by a respondent is sufficient to assign an ASCO code, or whether further probing is necessary.

**CODE
CONVENTIONS**

4. CODE CONVENTIONS

The ASCO occupation level code is a six-digit code, which is structured so that:

- the first digit indicates the major group;
- the first two digits together indicate the minor group;
- the first four digits indicate the unit group; and
- the six digits indicate the occupation.

Supplementary codes are allocated to certain classes of responses in statistical collections. The codes are of two types: codes commencing with '9', and those ending in two, four or five zeros.

In ASCO Expert, the computer-assisted coding system, codes commencing with '9' have been allocated to 'out of scope' responses; that is, those which are not regarded as referring to occupations within the current definition of the labour force (as defined by the International Labour Office).

An entire range of user-defined codes commencing with '9' can be developed to disaggregate the different types of 'out of scope' responses for coding purposes. For example, responses such as 'housewife', 'pensioner' and 'student' can be separately identified by the use of particular codes commencing with '9'.

Codes ending in two, four or five zeros are allocated to responses which do not provide sufficient detail to allow coding to the occupation level of the classification, but which do provide enough information to be coded to a higher level of the classification. Such responses are coded to the unit group level, in which case they are allocated a code ending in two zeros, the minor group level, in which case they are allocated a code ending in four zeros, or the major group, in which case they are allocated a code ending in five zeros.

Some of these codes appear in the *Coding Index* and may therefore be applied using the standard coding method. The *Query Resolution Guide* also provides guidance on the application of codes ending in two, four or five zeros.

It should be noted that, in ASCO, the residual unit groups and occupations contain known occupations and/or specialisations which are not sufficiently similar to be attached to categories already defined and which individually do not provide a sufficient base (in numeric terms) to form a separate defined category at the appropriate level. These residual categories (with codes ending in '99') are not to be used to code responses which are inadequately described or ambiguous.

5. STAFFING REQUIREMENTS

**STAFFING
REQUIREMENTS**

The two stage coding strategy can be most efficiently applied with two groups of staff: coders and coding supervisors. Coders are not required to know or understand the classification itself, but must be capable of following explicit and somewhat complex instructions. Coding supervisors are required to have a complete knowledge of the coding procedures, a good understanding of the classification and the capacity to make interpretive judgements.

However, this division of staff may not be feasible for all collections and survey operations and it may be necessary to have the same staff perform both functions. Using coders to carry out their own query resolution introduces the possibility of not only reducing the accuracy and consistency of query resolution, but also affecting the quality and output of the first-line coding process. In this case, query resolution should still be undertaken separately from the first-line coding process, preferably with coders resolving queries which they themselves have not raised.

**CODING SYSTEMS
DOCUMENTS****6. USING THE CODING SYSTEM DOCUMENTS**

The manual version of the *ASCO Coding System (Occupation Level)* comprises the following parts:

- the *ASCO Coding Index*, sorted in alphabetical order, presents fixed format entries based on commonly recurring responses to occupation questions, and specifies the information needed to allocate specific codes;
- a *Training Guide* which presents the ASCO coding procedures in increasing order of complexity by explanation and example and which provides the opportunity for practice coding and self-corrective feedback;
- a *Reference Guide* which provides coders who have already been trained in ASCO coding with a quick reference document on coding procedures;
- a *Query Resolution Guide* which provides methods for resolving that minority of cases not codable using the coding procedures; and
- a *Coding Index* with the entries arranged in numerical order (*ASCO Coding Index: Numerical Order*) for use in conjunction with the query resolution procedures.

In addition to these elements which are provided in this volume, the documents *ASCO - Statistical Classification* (ABS Catalogue No. 1222.0) and *ASCO - Occupation Definitions* (ABS Catalogue No. 1223.0) are also required for query resolution. These publications are available separately from Information Services, ABS, PO Box 10, BELCONNEN ACT 2616 or any of our State offices.

**ASCO CODING SYSTEM
OCCUPATION LEVEL**

PART 2

TRAINING GUIDE

CONTENTS

TITLE	PAGE
1. Introduction to Occupation Classification and Coding	2-1
1.1 Tasks, Jobs and Occupations	2-1
1.2 The Structure of ASCO	2-1
1.3 The Purpose of the <i>ASCO Coding System</i>	2-2
1.4 Information Needed for Coding to Occupation Level	2-3
2. Coding Simple Occupation Titles	2-4
2.1 Coding One-Word Occupation Titles	2-4
2.1.1 Identifying the Look-up Title	2-4
2.1.2 Searching the Coding Index	2-4
2.2 No Matching Entry Title in Index	2-5
Answers to Practice Questions - Lesson 2	2-6
3. Coding More Complex Occupation Titles	2-7
3.1 Basic Words	2-7
3.2 Qualifying Words	2-8
3.3 Look-up Titles and Entry Titles	2-9
3.4 Exact Matching of Entry Titles With Look-up Titles	2-10
3.5 Extraneous Qualifying Words	2-11
3.5.1 Qualifying Words Which Are Always Extraneous	2-12
3.5.2 Other Extraneous Words in the Title Response	2-13
3.6 Titles Containing <i>Assistant</i>	2-15
3.7 Summary	2-16
Answers to Practice Questions - Lesson 3	2-17
4. Cases Requiring Additional Information	2-19
4.1 Entries With Supplementary Descriptions	2-19
4.2 Close Matching Task Information	2-19
4.2.1 When Task Information Means the Same as the Supplementary Description	2-20
4.2.2 When Task Information Belongs to a Broader Category Defined By the Supplementary Description	2-22
4.3 Close Matching Industry Information	2-23

4.4	Supplementary Descriptions Indicating Learning Status	2-25
4.5	Entries With Two or More Supplementary Descriptions	2-25
4.6	Single Basic Word Without a Match	2-26
4.7	Summary	2-29
	Answers to Practice Questions - Lesson 4	2-30
5.	Some Special Features of the Coding Index	2-31
5.1	Abbreviations Used in the Index	2-31
5.2	Default Entries	2-31
5.2.1	Except Above Entries	2-31
5.2.2	NAI Entries	2-33
5.3	Blocks of Entries With Both NAI and Except Above	2-36
5.4	Entries Proscribing Specific Tasks or Activities	2-37
5.5	Directive Entries	2-39
5.5.1	Code To ...[another basic word or entry title]	2-39
5.5.2	Disregard Title	2-41
5.6	The Numeric Index	2-42
5.7	Summary	2-43
	Answers to Practice Questions - Lesson 5	2-45
6.	Difficult and Unusual Cases	2-46
6.1	Title Given in Task Response	2-46
6.2	Supervisory Titles	2-47
6.2.1	Supervisor as a Basic Word	2-48
6.3	Titles Containing Wife	2-49
6.4	Missing Titles	2-50
6.5	Creating a Look-up Title From Task Information	2-50
6.5.1	Converting Verbs to Basic Words	2-51
6.5.2	Creating a Title Containing Worker	2-52
6.5.3	Creating a Title Containing Person	2-52
6.6	Title and Task Information Both Missing	2-53
6.7	Summary	2-54
	Answers to Practice Questions - Lesson 6	2-55
7.	Multiple Titles	2-56
7.1	Title Pairs	2-56
7.2	Creating a Look-up Title With Two Basic Words	2-56
7.3	Basic Words Which Are Excluded From the Look-up Title	2-57
7.4	Matching the Look-up Title With a Title Pair	2-58
7.5	Two or More Non-Paired Basic Words	2-58
7.6	Summary	2-59
	Answers to Practice Questions - Lesson 7	2-61

8. Multiple Matches	2-62
8.1 Checking That You Have a True Multiple Match	2-62
8.2 Selecting More Than One Matching Entry	2-62
8.3 Nested Codes	2-64
8.4 Selecting the Correct Code When More Than One Entry is Selected	2-65
8.4.1 Order of Precedence for Clerical Occupations	2-66
8.5 Summary	2-67
Answers to Practice Questions - Lesson 8	2-68
9. Basic Word Substitutes	2-69
9.1 Basic Word Equivalents	2-69
9.2 Basic Words With Gender	2-70
9.3 Summary	2-72
Answers to Practice Questions - Lesson 9	2-73
10. Practice Questions	2-74
Answers to Practice Questions - Lesson 10	2-77

1. INTRODUCTION TO OCCUPATION CLASSIFICATION AND CODING

INTRODUCTION

This lesson will help you understand some of the basic ideas involved in classifying and coding occupations.

It explains the difference between tasks, jobs and occupations and gives an overview of the structure of the *Australian Standard Classification of Occupations* (ASCO) and the purpose of the *ASCO Coding System*.

1.1 Tasks, Jobs and Occupations

Tasks, Jobs and Occupations

Everyone who goes out to work (or who is paid for work done at home) has a job. When people do their jobs they have certain tasks to do.

For example:

- Spreading mortar over bricks, blocks or tiles
- Laying bricks, blocks or tiles in place
- Removing excess mortar with a trowel
- Checking each row to make sure that it is straight

These might be the tasks done by the person whose job is Number Four Bricklayer for Charlton's Sandstone Block Homes. These tasks are similar to those performed by every other bricklayer who works for Charlton's Sandstone Block Homes. They are also similar to tasks performed by every bricklayer who works for other employers, and by every bricklayer who is self-employed.

These people do not all have the same job, however. Only one person can have the job Number Four Bricklayer for Charlton's Sandstone Block Homes. So a job is a set of tasks done by one person.

Although they have different jobs, people who are primarily required to perform bricklaying tasks in the course of their jobs, have the one occupation: *Bricklayer*. So an occupation is a set of similar jobs. Jobs are similar to each other if their tasks are similar.

1.2 The Structure of ASCO

The Structure of ASCO

A classification arranges things into categories according to their similarities. The *Australian Standard Classification of Occupations* (ASCO) arranges occupations into categories according to the similarity of their tasks.

ASCO is a classification with four levels: major groups, minor groups, unit groups and occupations. Occupations are the most detailed categories in ASCO. Jobs with very similar tasks belong to a single occupation. Occupations are grouped into broader and broader categories according to the particular skills needed to do the tasks required. So ASCO is a **skill-based** classification of occupations.

There are **1,079 occupations** in ASCO covering all jobs in the Australian workforce. These occupations are classified into **282 unit groups** which are classified into **52 minor groups** and these, in turn, into **8 major groups**.

The occupation, *Heavy Truck Driver*, for example, belongs to the unit group, *Truck Drivers*. Occupations in this unit group have very similar tasks to other transport drivers and so belong to the minor group, *Road and Rail Transport Drivers*. This minor group belongs to the major group, *Plant and Machine Operators, and Drivers*. Occupations in this major group are classified together because the skills needed to operate plant, machinery and vehicles are broadly similar.

Each group in the classification is identified by a code number. Major groups have a one-digit code. Minor groups have a two-digit code, the first digit of which indicates the major group to which they belong. Unit groups have a four-digit code, the first two digits of which indicate the minor group to which they belong. Occupations have a six-digit code, the first four digits of which indicate the unit group to which they belong.

For example:

Occupation	7105-13	Heavy Truck Driver
Unit Group	7105	Truck Drivers
Minor Group	71	Road and Rail Transport Drivers
Major Group	7	Plant and Machine Operators, and Drivers

The Purpose of the ASCO Coding System

1.3 The Purpose of the ASCO Coding System

The coding system described in this manual enables you to code occupation data to the occupation (six-digit) level of ASCO.

Each of the 1,079 occupations in ASCO has an official title (eg. Heavy Truck Driver, Sales and Marketing Manager, Teacher of Disabled or Gifted Students, Flat Glass Tradesperson, Garbage Collector). However, people do not necessarily use these official titles on forms or questionnaires and, in fact, give a much greater number of titles than 1,079 in response to the occupation question.

The *ASCO Coding System* is designed to assign the correct code when the main piece of information available on the record (ie. form or questionnaire) is a title in everyday use.

The System consists of a *Coding Index* and a set of rules and instructions. The *Coding Index* contains an alphabetical list of occupation titles in everyday use, together with their appropriate codes.

To obtain the correct six-digit code, it is necessary to search the index for an occupation title which matches exactly the title given by the respondent. The index contains over 7,000 entries (derived from responses to survey questions on occupation) and is regularly updated as new titles in everyday use are discovered.

Where a title is too vague for accurate coding, it is followed by a supplementary description. This description usually indicates the main tasks performed in the ASCO occupation to which the code applies. Occasionally the supplementary description contains industry-type information.

The *Coding Index* is structured so that each entry indicates the minimum information needed to assign a six-digit code. In some cases this will be a one-word title (eg. *truckie*). In other cases much more information is needed (eg. Manager, Transport Company/ driving truck). The title given by the respondent is, however, the key to accurate coding.

The System has been designed so that you, the coder, can use it to make the same coding decision about a respondent's occupation as a person with expert knowledge of the classification. All you have to do is look up the occupation title in the *Coding Index* and follow a few simple rules.

1.4 Information Needed for Coding to Occupation Level

Information Needed for Coding to Occupation Level

To code records to the occupation level of ASCO, it is recommended that four data items be used:

- Occupation title
- Main tasks or duties usually performed
- Kind of industry, business or service
- Name and address of employer

These data items are derived from responses to four questions (see recommended question wording in the *Overview*, page 1-6) and are usually referred to as:

- Title response
- Task response
- Industry response
- Employer response

In many cases you will be able to code the record from the title response alone. Quite often, however, you will need to look at the task response. Occasionally you will need to look at industry or employer responses.

In occupation coding, the four responses should be considered in the order given above. In other words, the title response should carry the greatest weight, followed by the task response, the industry response and finally the employer response.

Any other information which may be available (eg. income or qualifications) may be misleading and should not be used.

**CODING SIMPLE
TITLES**

2. CODING SIMPLE OCCUPATION TITLES

In this lesson you will learn how to use the *ASCO Coding System* to code some straightforward occupation titles which do not require the use of task, industry or employer responses.

**Coding One-Word
Occupation Titles**

2.1 Coding One-Word Occupation Titles

For the time being we will concentrate on one-word titles, for example:

Actor
Carpenter
Lagger
Zoologist

**Identifying the
Look-up Title**

2.1.1 Identifying the Look-up Title

The first step is to identify the look-up title for which you will search in the *Coding Index*.

You will usually find the look-up title in the response to a question of the following type:

What is your occupation?

or

In the main job held last week what was the person's occupation?

In many cases the answer to this question is a single word (eg. *Carpenter*); this word becomes the look-up title.

**Searching the
Coding Index**

2.1.2 Searching the Coding Index

Once you have identified the look-up title, you should search for a matching entry title in the *Coding Index: Alphabetical Order*. (The *Coding Index: Numerical Order* is not required for coding the majority of records. You will learn how to use this index in Lesson 5.)

Using the look-up title *Carrier*, for example, you will find a matching entry title with the code 7105-13 in the left hand column.

Practice 2.1

Now write down the code for the following look-up titles.

1. Zookeeper
2. Archbishop
3. Comedian
4. Dockerman
5. Prospector

6. Saxophonist
7. Undertaker
8. Translator

Check your answers when you have finished (see page 2-6).

2.2 No Matching Entry Title In Index

No Matching Entry Title In Index

When there is no matching entry title in the index you should refer the record for query resolution.

A **query** is a record which cannot be coded using the standard procedures described in the *Reference Guide*. This means that the record should be dealt with by someone trained in query resolution, using the procedures outlined in the *Query Resolution Guide* (Part Five of the *Coding System*).

You may be required to record details of queries on a specially designed form or card. Alternatively, you may be required simply to place the forms for query resolution to one side (or to turn them at an angle in the pile of forms).

Here is an example of a record which would become a query:

Title response: Acrobattler

Even though it sounds odd, you should still treat such a title seriously and search for it in the *Coding Index*.

There is no entry title *Acrobattler*, however, in the index. Although *Acrobat* is in the index, you cannot select this because it is not an **exact match** for the look-up title. We do not know that an acrobattler is the same as an acrobat, so the record becomes a query.

Note: only correctly spelled titles appear in the index. If a title in a response is obviously spelt incorrectly, you may deem it to have been spelt correctly for the purpose of obtaining a match with an entry title.

Practice 2.2

Now write down the correct code for the following look-up titles. If query resolution procedures are required write *query*.

1. Mudlogger
2. Booksmith
3. Braceman
4. Limnologist
5. Palonomist
6. Roughneck
7. Screenwriter
8. Otorhinolaryngologist
9. Horticulturist

Check your answers when you have finished (see page 2-6).

Answers to Practice Questions - Lesson 2**Practice Questions 2.1**

1. 8999-11 Zookeeper
2. 1399-99 Archbishop
3. 2817-13 Comedian
4. 7413-15 Dockerman
5. 8415-11 Prospector
6. 2815-17 Saxophonist
7. 6699-11 Undertaker
8. 2999-21 Translator

Practice Questions 2.2

1. 2103-11 Mudlogger
2. query
3. 7313-11 Braceman
4. 2107-23 Limnologist
5. query
6. 8415-13 Roughneck
7. 2809-11 Screenwriter
8. 2303-31 Otorhinolaryngologist
9. query

3. CODING MORE COMPLEX OCCUPATION TITLES

**CODING MORE
COMPLEX TITLES**

In Lesson 2 you learned how to code the most straightforward occupation titles: one-word titles where no additional information was required.

Many occupation titles, however, have more than one word, for example:

Building Society Clerk
Advertising Manager
Packaging Machine Operator
Hat Maker
Chemical Engineer

In this lesson you will learn how to deal with such titles.

For the purpose of ASCO coding, occupation titles have two kinds of words:

Basic words
Qualifying words

Occupation titles always contain a basic word but may also contain one or more qualifying words.

3.1 Basic Words

Basic Words

When the title to be coded contains two or more words, you must first identify the basic word. In most cases this is not difficult.

The **basic word** is the single word (noun) which can stand alone as the title of the respondent's occupation.

The basic word is the one-word answer to the question:

What's your occupation?

*I'm a **Surgeon***

All occupation titles contain a basic word. Here are some examples with the basic word in capitals:

Building Society CLERK
Advertising MANAGER
Packaging Machine OPERATOR
Hat MAKER
Chemical ENGINEER
BRICKLAYER
BOOKBINDER

From the above examples you might think that the basic word is always the last word given in the occupation title. This is not always the case. For example:

MANAGER of Advertising
MAKER of Hats
Apprentice MAKER of Hats
DIRECTOR, Computing Division

Practice 3.1

Select the basic word in each of the following occupation titles:

1. Tree lopper
2. Enquiry officer
3. Clerk of courts
4. Taster of wine
5. Part-time computer technician
6. Ticket writer
7. Self-employed craftworker
8. Director of advertising
9. Cadet patent examiner
10. Casual shelf filler

Check your answers when you have finished (see page 2-17).

Qualifying Words

3.2 Qualifying Words

Qualifying words are those words in a title which provide a more specific idea of the occupation by qualifying the basic word. Qualifying words provide a clearer idea of the type of clerk, operator, driver, etc.

Once you have identified the basic word you can ask:

What sort of a are you?

For example:

What sort of a surgeon are you?
*I'm a **brain** surgeon*

Hence *Brain* is a qualifying word in the title *Brain Surgeon*.

In the examples below the qualifying words are shown in capitals.

ACCOUNTS Clerk
MACHINE Operator
Manager - FRUIT SHOP
BUS Driver
TIMBER YARD Labourer

Qualifying words may provide further information about the occupation in terms of:

- the field of knowledge
- the area of responsibility
- the place of employment
- the tools and equipment used
- the materials worked on
- the goods and services produced
- the industry worked in.....etc.

Practice 3.2

Select the qualifying words from the following occupation titles:

1. Council labourer
2. Consultant surgeon
3. Junior clerical assistant
4. Service station attendant
5. Contract administrator
6. Engineering consultant
7. Film and television producer
8. Broadcasting engineer
9. Manager - advertising

Check your answers when you have finished (see page 2-17).

3.3 Look-up Titles and Entry Titles

Look-up Titles and Entry Titles

The first task in coding titles with two or more words is to create the look-up title for which you will search in the *Coding Index*.

The **look-up title** is created by sorting the words in the title response into the order used in the index entry ¹, as follows:

Basic Word, Qualifying word(s).

That component of the index entry which comprises the basic word and the qualifying words is known as the **entry title**.

Once you have created the look-up title, you should search the index, under the basic word, for a matching entry title.

¹ Some more difficult cases require the look-up title to be created by other methods but these are covered in a later lesson.

All entry titles are indexed under the basic word. For example, you will find over 120 entry titles under the basic word *Clerk*. Some of these entries are:

Code	Entry title
5503-11	Clerk, Freight
1201-11	Clerk, Municipal
5301-11	Clerk, Reconciliation
5301-15	Clerk, Payroll
3207-11	Clerk, Works, of

Note: in all cases, the qualifying word appears after the basic word and is separated from it by a comma.

Exact Matching of Entry Titles With Look-up Titles

3.4 Exact Matching of Entry Titles With Look-up Titles

In order to code a record to an index entry, you must have an **exact match** between the entry title and the look-up title. This means that **all** the words in the entry title must be present in the look-up title.

Here are some typical title responses for which you can create a look-up title and find a matching entry title and code.

EXAMPLE 1

Title response: Materials Engineer

In this case, the look-up title is *Engineer, Materials*.

The entry title *Engineer, Materials* is an exact match so you may select the associated code (2217-15).

EXAMPLE 2

Title response: Water Treatment Plant Operator

In this case there are a few more qualifying words to consider. The look-up title becomes *Operator, Water Treatment Plant*.

If you search the index under *Operator*, you will find the entry title *Operator, Water Treatment Plant* which is an exact match for the look-up title; so you may select the associated code (7399-29).

Note: although the qualifying words in the entry title must all be present in the look-up title, they do not have to appear in the same order.

Thus, in the above example, you would still have an exact match with the entry title if you had created the look-up title *Operator, Plant Water Treatment*.

It is sometimes necessary, therefore, to search for entry titles with the qualifying words in a different order from that which appears in the look-up title first created.

Practice 3.3 and 3.4

Create a look-up title and find the matching entry title and code for each of the following.

1. Fire Prevention Officer
2. Taxi Truck Proprietor
3. Security Door Installer
4. Child-Care Coordinator (note: ignore the hyphen)
5. Plant Attendant-Incinerator
6. Milk Tanker Driver
7. Clinical Laboratory Scientist

Check your answers when you have finished (see page 2-17).

3.5 Extraneous Qualifying Words**Extraneous
Qualifying Words**

In the examples looked at so far, all the qualifying words in the look-up title have been present in the entry title.

However, it is possible to have an exact match when the look-up title contains additional qualifying words which do not appear in the entry title. In many such cases the additional qualifying words are unnecessary for determining the correct occupation code.

Here are some examples of exact matches where the look-up title contains additional qualifying words:

EXAMPLE 1

Title response: Clinical Immunologist

In this case the look-up title is *Immunologist, Clinical*. The entry title *Immunologist* should be selected even though it contains no qualifying words. This match is permitted because there are no other entries under *Immunologist* containing any of the qualifying words given in the title response.

EXAMPLE 2

Title response: Advertising Sign Erector

Here the look-up title is *Erector, Advertising Sign*. The index entries under the basic word *Erector* are:

8401-13	Erector, Carport
8499-15	Erector, Fence
8401-13	Erector, Garage
8405-11	Erector, Scaffold
8999-99	Erector, Sign
8405-17	Erector, Structural Steel

You will see that these entries apart from the last contain one qualifying word.

Since *advertising sign* does not appear in any entry title, you need to look for an entry title containing one of these qualifying words. You may select *Erector, Sign* even though there is an extra word in the look-up title. As in Example 1, you have an exact match because all the words in the entry title are present in the look-up title.

EXAMPLE 3

Title response: Chief Studio Hand

Here the look-up title is *Hand, Chief Studio*. Again there is no entry under the basic word which contains both qualifying words. There is, however, an entry title *Hand, Studio* (code 8999-99) which you may select.

Remember: you have an exact match if the basic word and all the qualifying words in the entry title are present in the look-up title.

Any qualifying words in the look-up title which you do not need to obtain a match with an entry title are called **extraneous words**.

Generally, you should select the entry title which includes most words from the look-up title.

For example, the look-up title *Surveyor, Health* should be matched with the entry title *Surveyor, Health*, not *Surveyor*.

Likewise the look-up title *Surveyor, Public Health* should be matched with the entry title *Surveyor, Health* since there is no entry title which contains both qualifying words.

Note: some qualifying words given by respondents are **always extraneous** in coding to the occupation level of ASCO. These are listed in 3.5.1 below.

Always Extraneous Words

3.5.1 Qualifying Words Which Are Always Extraneous

Some words, when given as qualifying words, are always extraneous. These are mostly concerned with occupational status.

A list of words which are **always extraneous**, though frequently used by respondents, is given below:

Acting	Principal	Skilled
Apprentice	Professional	Temporary
Casual	Qualified	Trained
Contract	Relief	Trainee
Junior	Relieving	Unqualified
Part-time	Seasonal	Unskilled
Permanent	Self-employed	Volunteer

The words in this list are never used in the index as qualifying words so you do not need to include them in the look-up title.

For example:

Title response	Look-up title
Relief teacher	Teacher
Junior sales clerk	Clerk, Sales

Only qualifying words in the list above may be ignored. All other words which indicate status (eg. *chief, head, student, cadet*) should be included in the look-up title.

3.5.2 Other Extraneous Words in the Title Response

Other Extraneous Words in the Title Response

Sometimes other words in the title response do not need to be included in the look-up title because they are either:

- single prepositions, such as *of* or *in* or *for*, which contain no additional information about the occupation, or
- phrases which give additional information but which cannot appear as qualifying words in an entry title due to their grammatical construction. (Again the phrase usually commences with a preposition.)

Although it usually does no harm to include such words or phrases in the look-up title, it will save time if they are recognised as extraneous and excluded from the outset. Here are some examples in which the extraneous word or phrase is underlined:

Title Response	Look-up title
Teacher <u>in a deaf school</u>	Teacher
Maker <u>of</u> hats	Maker, Hat
Co-ordinator <u>of</u> Community Services	Co-ordinator, Community Services
First-class welder <u>in automotive workshop</u>	Welder, First-Class

Note: although prepositions are often extraneous, they are sometimes legitimate in look-up titles. In the title *Clerk of Courts*, for example, the word *of* cannot be deleted without loss of meaning. Hence the entry title appears in the index as *Clerk, Courts, of*.

However, this type of entry title, which contains two commas and ends with a preposition, is rare.

Caution: if you are unsure whether a word or phrase really belongs in the look-up title, it is better to include it. If it is extraneous, you will find this out when you search for a matching entry title.

Of course, a word or phrase in the title response which is not part of the entry title may still be useful in assigning the correct code. It may, for example, provide information about the tasks performed or the industry worked in; such information is often useful in matching a supplementary description. (You will learn the rules for matching supplementary descriptions in Lesson 4.)

Practice 3.5

Create look-up titles from the following title responses. Find the matching entry title and write down the code. Where an entry title occurs in two or more index entries, write down all possible codes.

Remember that you do not need to include words in the look-up title which are **always extraneous**. Similarly you do not need to include phrases which, due to their grammatical construction, cannot be part of an entry title:

1. Title response: Paper boy
Look-up Title: _____
Entry Title: _____
Code(s): _____
2. Title response: Brain surgeon
Look-up Title: _____
Entry Title: _____
Code(s): _____
3. Title response: Buttonhole machinist
Look-up Title: _____
Entry Title: _____
Code(s): _____
4. Title response: Statistician
Look-up Title: _____
Entry Title: _____
Code(s): _____
5. Title response: Art gallery attendant
Look-up Title: _____
Entry Title: _____
Code(s): _____

6. Title response: State lotteries agent
Look-up Title: _____
Entry Title: _____
Code(s): _____
7. Title response: Radio telegraphist
Look-up Title: _____
Entry Title: _____
Code(s): _____
8. Title response: Trained youth worker for charitable organisation
Look-up Title: _____
Entry Title: _____
Code(s): _____
9. Title response: Contract journalist
Look-up Title: _____
Entry Title: _____
Code(s): _____
10. Title response: Temporary receptionist
Look-up Title: _____
Entry Title: _____
Code(s): _____

Check your answers when you have finished (see page 2-18).

3.6 Titles Containing *Assistant*

Titles Containing *Assistant*

The word *assistant* occurs frequently in title responses both as a basic word (*Undertaker's Assistant*) and as a qualifying word (*Assistant Undertaker*).

When *assistant* is used as a qualifying word, it usually indicates a person's status in an occupation; hence it is often extraneous for the purpose of matching an entry title.

For example, the look-up title *Undertaker, Assistant* must be matched with the entry title *Undertaker*. The code for this entry is 6699-11; however, the look-up title *Assistant, Undertaker's* matches the entry title *Assistant, Undertaker's* and has a different code (8999-21). The two titles are coded to different occupations because different tasks are performed.

In creating the look-up title, therefore, it is important to recognise whether *assistant* has been given as the basic word or as a qualifying word.

Note: a few entry titles (eg. *Secretary, Assistant*) have *assistant* as a qualifying word. In such cases the qualifying word is necessary to determine the correct code; therefore *assistant* cannot be treated as an always extraneous word.

Practice 3.6

Find the matching entry title and correct code for the following occupation titles.

1. Laundry assistant
2. Gardener's assistant
3. Assistant confectioner
4. Glazier's assistant
5. Electoral assistant
6. Assistant in kitchen
7. Kennel assistant
8. Assistant physiotherapist
9. Stonemason's assistant

Check your answers when you have finished (see page 2-18).

Summary

3.7 Summary

The main steps in coding titles with two or more words may be summarised as follows:

1. Identify the **basic word**, then each **qualifying word** to create the **look-up title**. (Ignore any qualifying words or phrases which you know to be extraneous.)
2. Search under the basic word for a matching **entry title**. (All the words in the entry title you select must be present in the look-up title.)
3. Select the entry title with **most qualifying words** from the look-up title.
4. Write the code on the appropriate form.

Answers to Practice Questions - Lesson 3

Practice Questions 3.1

1. lopper
2. officer
3. clerk
4. taster
5. technician
6. writer
7. craftworker
8. director
9. examiner
10. filler

Practice Questions 3.2

1. council
2. consultant
3. junior clerical
4. service station
5. contract
6. engineering
7. film and television
8. broadcasting
9. advertising

Practice Questions 3.3 and 3.4

1. 7211-11 Officer, Fire Prevention
2. 7105-11 Proprietor, Taxi Truck
3. 8401-13 Installer, Security Door
4. 3907-11 Coordinator, Child Care
5. 7315-17 Attendant, Incinerator Plant
6. 7105-13 Driver, Milk Tanker
7. 2109-11 Scientist, Clinical Laboratory

Practice Questions 3.5

- | | | |
|-----|-----------------------|------------------------|
| 1. | Look-up Title: | Boy, Paper |
| | Matching Entry Title: | Boy, Paper |
| | Code: | 6501-17 or 8999-99 |
| 2. | Look-up Title: | Surgeon, Brain |
| | Matching Entry Title: | Surgeon |
| | Code: | 2303-35 |
| 3. | Look-up Title: | Machinist, Buttonhole |
| | Matching Entry Title: | Machinist, Buttonhole |
| | Code: | 7427-11 |
| 4. | Look-up Title: | Statistician |
| | Matching Entry Title: | Statistician |
| | Code: | 2909-13 |
| 5. | Look-up Title: | Attendant, Art Gallery |
| | Matching Entry Title: | Attendant, Gallery |
| | Code: | 6699-99 |
| 6. | Look-up Title: | Agent, State Lotteries |
| | Matching Entry Title: | Agent, Lotteries |
| | Code: | 6599-99 |
| 7. | Look-up Title: | Telegraphist, Radio |
| | Matching Entry Title: | Telegraphist |
| | Code: | 3999-11 |
| 8. | Look-up Title: | Worker, Youth |
| | Matching Entry Title: | Worker, Youth |
| | Code: | 3901-17 |
| 9. | Look-up Title: | Journalist |
| | Matching Entry Title: | Journalist |
| | Code: | 2807-13 |
| 10. | Look-up Title: | Receptionist |
| | Matching Entry Title: | Receptionist |
| | Code: | 5601-11 |

Practice Questions 3.6

- | | Code | Matching Entry Title |
|----|---------|-------------------------|
| 1. | 8917-11 | Assistant, Laundry |
| 2. | 8205-13 | Assistant, Gardener's |
| 3. | 4799-17 | Confectioner |
| 4. | 8101-13 | Assistant, Glazier's |
| 5. | 2999-99 | Assistant, Electoral |
| 6. | 8919-11 | Assistant, Kitchen |
| 7. | 8999-11 | Assistant, Kennel |
| 8. | 2313-11 | Physiotherapist |
| 9. | 8101-13 | Assistant, Stonemason's |

4. CASES REQUIRING ADDITIONAL INFORMATION

**USING ADDITIONAL
INFORMATION**

In the previous lessons you learned how to code when the only information required was the occupation title.

The occupation title does not always provide enough information, however, to determine the correct ASCO code. In many cases it is necessary to match task or industry information in the record with a **supplementary description** in the index entry.

In this lesson you will learn how to deal with those cases for which additional task or industry information is required.

4.1 Entries With Supplementary Descriptions

**Entries With
Supplementary
Descriptions**

Some entry titles occur in a number of index entries. The title *School Assistant*, for example, is used in respect of seven different occupations in which different tasks are performed. Hence each of the seven entries in the block below has a different supplementary description. The supplementary description is separated from the entry title by a slash [/].

5301-11	Assistant, School/ bookkeeping
5499-11	Assistant, School/ filing, duplicating or photocopying
8919-11	Assistant, School/ home economics
3999-99	Assistant, School/ laboratory
5401-11	Assistant, School/ library
5103-13	Assistant, School/ typing
5903-11	Assistant, School/ except above

As you can see, each entry in the block has a different ASCO code. To select any but the last of these entries, you must match the supplementary description with task information in the record.

You will normally find task information in the task response. Occasionally you will find it in an extraneous word or phrase given in the title response.

4.2 Close Matching Task Information

**Close Matching
Task Information**

In Lesson 3 we summarised the first three steps in the coding procedure as follows:

1. Identify the basic word and each qualifying word to create the look-up title.
2. Search under the basic word for a matching entry title.
3. Select the entry title with most qualifying words from the look-up title.

When the matching entry title has a supplementary description containing task information, another step is required before a code can be assigned.

4. Select the supplementary description which **closely matches** task information in the record.

The rules relating to close matching, as opposed to exact matching, do not require that words in the index entry are identical with the words used by the respondent. However, close matching does require that the supplementary description and the response are **close in meaning**.

It is up to you to decide when the supplementary description and the response are sufficiently close in meaning that the code can be applied.

In making your decision, both title and task responses should be considered. The supplementary description may be matched with the task response or with extraneous words or phrases used in the title response.

Sometimes the meaning of the words in a response is unclear or ambiguous, or the title and task responses seem contradictory, so that you cannot be certain which, if any, supplementary description is close matching. You should refer these records for query resolution.

However, if the meaning of the supplementary description is unclear, you should ask your supervisor to interpret.

In this lesson you will learn to recognise two types of close match in which the words given by the respondent **either**:

- mean the **same** as the supplementary description, or
- belong to a **broader category** defined by the supplementary description.

When Task Information Means the Same

4.2.1 When Task Information Means the Same as the Supplementary Description

Sometimes a word or phrase used by the respondent to describe his or her tasks is identical to a word or phrase used in the supplementary description. However, the supplementary description can be treated as a close match only if the meaning of the word or phrase, in each context, is close.

In the following example, the word *despatch* in the task response also appears in a supplementary description following the matching entry title.

EXAMPLE 1

Title response: Sheetmetal Tallyman
Task response: Marking up sheets for despatch to site

In this case the look-up title is *Tallyman, Sheetmetal* and the matching entry title is *Tallyman*.

The four index entries containing this title are:

- 5503-11 Tallyman/ despatch
- 5501-13 Tallyman/ production records
- 5505-11 Tallyman/ stock records
- 5503-11 Tallyman/ transport records

Since it is clear from the task response that the respondent tallies goods for despatch, the first of these entries should be selected.

In the next example, a word in the title response, which was extraneous for the purpose of matching the entry title, gives a good idea of the tasks performed by the respondent. Although this word does not occur in any supplementary description, one description contains a word which is very similar in meaning.

EXAMPLE 2

- Title response: Weather researcher
- Task response: Developing projections for greenhouse effect

In this case the look-up title is *Researcher, Weather*. This can only be matched with the entry title *Researcher*. (Hence the qualifying word *Weather* is extraneous.)

Many index entries appear under *Researcher*, each with their own supplementary description. You should look for a close match by searching through the block of entries.

As you do so, you will see that *meteorology* occurs in one of the supplementary descriptions. Since *meteorology* is the study of *weather*, this description may be selected as a close match.

Sometimes you will have to decide whether a phrase (rather than a single word) given by the respondent, means the same as the supplementary description.

EXAMPLE 3

- Title response: Bank Officer
- Task response: Preparing documentation for signature

Here the look-up title is *Officer, Bank*. A large block of index entries appears under this title. As you search through these entries, you will see that two of the supplementary descriptions mention *preparing documents*:

- 5301-13 Officer, Bank/ security or share documentation
- 5907-13 Officer, Bank/ preparing or searching legal documents

While either of these entries could apply to the respondent, there is no evidence in the record that either mortgage or legal documents are being prepared. The respondent could almost as easily be a typist, an accountant or something not mentioned in the block of entries. This record, therefore, should be referred for query resolution.

When Task Information Belongs to a Broader Category

4.2.2 When Task Information Belongs to a Broader Category Defined By the Supplementary Description

Here we are concerned with tasks performed by the respondent which belong to a broader category of tasks described in the supplementary description.

EXAMPLE 1

Title response: Technical Officer
Task response: preparing X-ray plates for hospital

You will find many index entries under *Officer, Technical*. Look carefully at each supplementary description to see if it closely matches task information in the record.

None of these supplementary descriptions has precisely the same meaning as the task response though one indicates that the tasks performed are *medical*. Clearly *preparing X-ray plates for hospital* is a medical task which belongs to the broader category defined in the supplementary description; therefore you would select this entry:

3101-11 Officer, Technical/ medical

EXAMPLE 2

Title response: Sampler
Task response: testing iron and zinc

Two *Samplers* are included in the index:

8109-11 Sampler, Wool
8415-15 Sampler/ mineral ore

You have an exact match with the second entry title. Since iron and zinc are types of mineral ore, you have a close match on task and should select that entry.

EXAMPLE 3

Title response: Director with TV channel
Task response: getting a current affairs show to air

Here the look-up title you would create is *Director*. (The words *with TV channel* are extraneous.) You will find a number of index entries under *Director*. Most have a qualifying word so you cannot select these.

At the bottom of the list, however, you will find a few entries containing the one-word title *Director* followed by a supplementary description.

Examine each of these entries to see if the supplementary description matches the task information given by the respondent.

In fact the entry *Director/ radio or television* provides a close match for the task response. Since current affairs programmes are one type of television output, the respondent's tasks clearly belong to the broader category defined in this supplementary description.

Note: If the record above had no task response, you would still have a close match with the entry *Director/ radio or television* because the extraneous phrase in the title response indicates the type of tasks performed.

Practice 4.2

Find the matching entry and code for the following records or write *query* if there is no matching entry.

1. Title response: Casual part time home help
Task response: Help old people living at home with daily activities
2. Title response: Sales demonstrator
Task response: Advertising new products in store
3. Title response: Farmer
Task response: Managing a wheat/sheep farm
4. Title response: Bus navigator
Task response: Navigating for bus driver
5. Title response: Picker
Task response: Selecting hardware goods for orders
6. Title response: Tallyman
Task response: -
7. Title response: Underwriter
Task response: Assessing and reinsuring financial loans

Check your answers when you have finished (see page 2-30).

4.3 Close Matching Industry Information

Close Matching Industry Information

When text in the supplementary description is underlined you may use industry and employer responses, as well as title and task responses, to obtain a close match.

Underlined text, therefore, may be matched with any of the following:

- industry response
- employer response
- task response
- extraneous words or phrases in the title response (ie. words or phrases not used in matching the entry title).

The procedure for matching underlined text is the same as for matching any supplementary description. The underlined words do not have to be identical with the words in the response. However, the words in the response should either mean the same as the underlined text or should belong to the category defined by the underlined text.

Caution: industry and employer responses should never be used for matching text which is not underlined. Although research has shown that industry information is sometimes useful in determining the correct ASCO code, it will often produce the wrong code if used indiscriminately.

If industry information appears to contradict information provided in the title or task response, the industry information should not be used.

Practice 4.3

Code the following records. If query resolution procedures are required, write *query*. You may use industry and employer responses where supplementary descriptions are underlined.

1. Title response: Balanceman
Task response: Checking tyres
Industry response: Manufacturing
Employer response: A.B.Brown P/L
2. Title response: Curator
Task response: Supervising staff and administration
Industry response: Fine Arts
Employer response: NSW Art Gallery
3. Title response: Engineer
Task response: Engineering
Industry response: Power Generation
Employer response: SECV
4. Title response: Finisher in factory
Task response: Checking garments before packing
Industry response: Garment
Employer response: Better Fashions P/L
5. Title response: Senior purser
Task response: Supervising airline staff, checking schedules
Industry response: Aviation
Employer response: -

6. Title response: School teacher
Task response: teaching children
Industry response: Special education facility
Employer response: State Dept of Education
7. Title response: Tutor
Task response: assisting with classes, marking assignments
Industry response: Higher education
Employer response: University of Canberra
8. Title response: Casual timber stacker
Task response: Stacking timber
Industry response: Timber
Employer response: -
9. Title response: Trayperson
Task response: Delivering meals
Industry response: Retirement Village
Employer response: Sunnyside Support Services Ltd.

Check your answers when you have finished (see page 2-30).

4.4 Supplementary Descriptions Indicating Learning Status

Supplementary Descriptions Indicating Learning Status

Words such as *apprentice* or *trainee* are never used as qualifying words, so you should not include them in look-up titles (see Lesson 3.5.1).

However, if title or task information indicates that the person is learning the tasks of an occupation, you should check for an index entry which includes learner status, generally as a supplementary description. For example:

3303-91 Controller, Traffic/ air; trainee
4927-91 Hairdresser/ apprentice
2807-91 Journalist, Cadet

The last two digits of the code for such learner occupations are always 91 or 93.

If there is no index entry with such a supplementary description for your selected title, then you should ignore the information in the response relating to learning status.

4.5 Entries With Two or More Supplementary Descriptions

Entries With Two or More Supplementary Descriptions

Some index entries have two (or occasionally more) supplementary descriptions, each of which must be matched with additional information in the record.

In these entries each supplementary description after the first is preceded by a semi-colon [;]. (The first description is preceded, as usual, by a slash [/].)

Here are two index entries of this type:

Manager, Branch/ insurance office: selling
Manager, Branch/ insurance office: supervising staff,
administration

To match a record with either of these entries, you must have an exact match on title and a close match on two pieces of supplementary information.

In each case, you must have evidence that the respondent works in an insurance office. This evidence can be obtained from the title, task, industry or employer response.

Additionally, to match the first entry, you must have task information that matches *selling*. This evidence can only be obtained from the title or task response.

Likewise to match the second entry, you must have evidence that the respondent's tasks fit into the broader category of *supervising staff or administration*.

Note: this last supplementary description is used throughout the *Coding Index* to refer to a broad class of tasks which may be loosely described as *managerial*. Managerial tasks are extremely difficult to define in the few words permitted in an index entry. However, supervision of staff and administration are amongst the most commonly mentioned tasks performed by managers.¹

Single Basic Word Without a Match

4.6 Single Basic Word Without a Match

In Lesson 3 you learned that all words in the entry title you select must be present in the look-up title. There is, however, one situation in which this rule is waived, as you will now learn.

Sometimes the look-up title consists of a single basic word. Even when this basic word is found in the index, there may be no matching entry, because:

- there is no entry without qualifying words, or
- the entries without qualifying words have supplementary descriptions which do not match the additional information in the record.

¹ Other managerial tasks sometimes mentioned by respondents include *managing, operating or running the business*. All such responses may be regarded as a close match for the supplementary description *supervising staff, administration*.

Note: there may be single basic word entries where the first supplementary description is *except above* or *NAI (about ...)*. Examples of such entries are *Estimator/ except above* and *Presser/ NAI (about specific tasks)*. These are default entries (i.e. residual codes) and should not be used as matching entries at this stage. (The correct use of default entries is covered in Lesson 5.)

Since there is no matching entry, you are permitted to search under the basic word for a qualifying word which closely matches the respondent's tasks. If the qualifying word is underlined, you may also look for close matching information in the industry and employer responses.

In each of the next two examples, a one-word look-up title is created. The look-up title can be matched with an entry title containing a qualifying word because the qualifying word closely matches task information in the record.

EXAMPLE 1

Title response: Cutter
Task response: cutting slate for tiles

Here the look-up title is *Cutter*. Although this one-word title occurs in a few index entries, none has a supplementary description which matches the task information in the record.

However, many index entries under *Cutter* have a qualifying word. Look through all the entries for a qualifying word which closely matches task information in the record. You will find the following entry:

7419-15 Cutter, Stone

Because slate is a kind of stone, you may select this entry. The qualifying word defines the wider category to which the material described in the task response belongs. (Since the qualifying word is underlined, you would also be permitted to search industry and employer responses for close matching information.)

EXAMPLE 2

Title response: Clerk
Task response: budgeting

Again none of the supplementary descriptions associated with the one-word entry title is a suitable match. However, the task response closely matches the qualifying word in the following entry:

5301-21 Clerk, Budget

Remember: this sort of matching is only allowed when the look-up title consists of a single basic word. The same entry could not be used to match the following record:

Title response: Company Clerk
Task response: budgeting

In this case the look-up title is *Clerk, Company* but there is no matching entry title. You cannot ignore the qualifying word *company* in order to match the record with *Clerk, Budget* so the record becomes a query.

Note: look-up titles consisting of a single basic word may be created by excluding qualifying words which are always extraneous.

Practice 4.5 and 4.6

Code the following records. Remember to exclude always extraneous words (see Lesson 3.5.1) when creating the look-up title.

1. Title response: Installer
Task response: Putting new awnings on houses
2. Title response: Part-time dealer
Task response: Selling Amway
3. Title response: Clerk - casual
Task response: Sorting books in library
4. Title response: Scheduling clerk
Task response: Working out rosters
5. Title response: Editor
Task response: Editing videotapes
6. Title response: Qualified engineer
Task response: Involved in chemical engineering research
7. Title response: Labourer
Task response: Bricklaying work
8. Title response: Knitting machinist
Task response: Operating machine
9. Title response: Self-employed manager
Task response: In charge of sawmill
10. Title response: Operator
Task response: Driving a backhoe
11. Title response: Representative
Task response: Selling, public relations
Industry response: -
Employer response: Ajax Insurance Co.
12. Title response: Psychologist in private practice
Task response: Individual and family therapy
Industry response: Health
Employer response: Own Business

13. Title response: Detailer
Task response: Cleaning and preparation of cars for retail sale
Industry response: Vehicle retailer
Employer response: Fisher Motors
14. Title response: Inspector
Task response: Checking cars
Industry response: Vehicle
Employer response: Ford Motor Co. Ltd

Check your answers when you have finished (see page 2-30).

4.7 Summary

Summary

Additional information is required for coding when two or more occupations have the same title. In such cases, you must look for a **supplementary description** which matches additional information in the record.

Usually you will find this additional information in the task response. Occasionally you will find it in the title response.

You may obtain additional information from the industry or employer response but only if the supplementary description is underlined.

You should not select an entry with a supplementary description unless that description **closely matches** additional information in the record.

For a close match the words in the response do not have to be exactly the same as the words in the supplementary description. However, the words in the response must **either**:

- **mean the same as** the words in the supplementary description, or
- refer to something **belonging to a broader category defined** by the words in the supplementary description.

Exceptionally, where the look-up title consists of a single basic word and there is no matching index entry, you may use task (or sometimes industry) information to match qualifying words in the entry title.

In general, you should not use industry or employer responses for matching any part of an index entry unless that part of the entry is underlined.

Answers to Practice Questions - Lesson 4**Practice Questions 4.2**

1. 6607-11 Help, Home/ caring for aged or infirm
2. 6599-15 Demonstrator/ sales
3. 1401-29 Farmer/ both livestock and crops
4. query
5. query
6. query
7. 6103-11 Underwriter/ insurance

Practice Questions 4.3

1. 7409-11 Balanceman/ tyre manufacture
2. 2999-11 Curator/ museum or art gallery
3. query
4. 8109-13 Finisher/ clothing except fur, shoes or boots
5. 6609-01 Purser/ aircraft
6. 2407-00 Teacher/ special school
7. 2501-13 Tutor/ university
8. query
9. query

Practice Questions 4.5 and 4.6

1. 8401-13 Installer/ home improvements
2. 6501-15 Dealer, Amway
3. 5401-11 Clerk, Library
4. 5501-11 Clerk, Scheduling
5. 2811-19 Editor, Videotape
6. 2207-11 Engineer, Chemical
7. 8101-13 Labourer, Bricklayer's
8. 7425-15 Machinist, Knitting
9. 1601-19 Manager, Sawmill
10. 7201-15 Operator, Backhoe
11. 6103-11 Representative, Sales/ insurance
12. 2903-11 Psychologist, Clinical
13. 8301-21 Detailer/ vehicle
14. 8109-13 Inspector, Automobile/ assembly line

5. SOME SPECIAL FEATURES OF THE CODING INDEX

**SOME SPECIAL
FEATURES OF THE
CODING INDEX**

In this lesson you will learn about common abbreviations used in the index, the use of some special index entries and the purpose of the *Coding Index: Numerical Order*.

5.1 Abbreviations Used in the Index

**Abbreviations Used
In the Index**

A number of common abbreviations are used in the index. Sometimes these abbreviations occur in records with full stops (eg. T.A.B.) and sometimes without. In the index, the full stops are usually left out.

Some of the abbreviations used in the index are:

ADP	Automatic Data Processing
APS	Australian Public Service
ASO	Administrative Service Officer
CAE	College of Advanced Education
ECG	Electrocardiograph
EDP	Electronic Data Processing
EEG	Electroencephalograph
SEN	State Enrolled Nurse
SRN	State Registered Nurse
TAB	Totalisator Agency Board
TAFE	Technical and Further Education
VDU	Visual Display Unit

The acronym *NAI* is used throughout the *Coding Index* to mean *No Additional Information*. The use of entries containing *NAI* is explained in 5.2.2 below.

5.2 Default Entries

Default Entries

The *Coding Index* contains many large blocks of entries. A **block** is a group of entries each with the same entry title but a different supplementary description.

Some blocks include a **default entry**; this contains the phrase *except above* or the acronym *NAI* in the supplementary description field.

In this section, you will learn how to select a default entry when you have an exact match with an entry title but can find no supplementary description which matches the additional information in the record.

5.2.1 Except Above Entries

**Except Above
Entries**

In many blocks the phrase *except above* appears in the last entry in the supplementary description field. This entry is selected when no other entry in the block matches the additional information in the record.

Here is a fairly small block of entries with task information in the supplementary description field. You will see that the last entry in the block is an *except above* entry.

Officer, Mail/ delivery
Officer, Mail/ sorting
Officer, Mail/ except above

This *except above* entry is required for the following records:

EXAMPLE 1

Title response: Mail officer
Task response: Putting handbills in envelopes

The supplementary descriptions *delivery* and *sorting* do not match the task information in this record; therefore the *except above* entry must be selected.

EXAMPLE 2

Title response: Mail officer
Task response: -

There is no task information at all in this record so the *except above* entry, again, must be selected.

In general, when selecting an *except above* entry, you must be sure that a match with an entry above is not possible. If the meaning of task or industry information in the record is not clear, you should not choose the default entry. Instead you should refer the record for query resolution.

Again, you should not choose the *except above* entry when you do not know how to interpret a supplementary description. In such a case, you should ask your supervisor to explain its meaning.

Here is a block of entries with the title *Bricklayer*.

Bricklayer/ apprentice
Bricklayer/ supervising staff
Bricklayer/ except above

The *except above* entry would be selected for a record of the following type:

Example 3

Title response: Bricklayer
Task response: laying bricks

One of the first two entries could be selected only if the record mentioned that the respondent was an apprentice or that supervisory tasks were performed.

5.2.2 NAI Entries

NAI Entries

Some blocks include a default entry containing *NAI* in the supplementary description field. This acronym, meaning *No Additional Information*, is always followed by a phrase in brackets specifying the type of information which you must look for in the record.

Here are some examples of NAI entries:

Clerk, Claims/ NAI (about type of claims)

Driver/ NAI (about type of vehicle)

You should only select an *NAI* entry when the record has no additional information of the type specified in brackets.

EXAMPLE 1

Title response: Truck Driver
Task response: Driving truck
Industry response: Mining
Employer response: ABC Industries

You will find an exact match for the look-up title *Driver, Truck*; this title occurs in several index entries:

Driver, Truck/ forklift
Driver, Truck/ road transport
Driver, Truck/ underground
Driver, Truck/ NAI (about type of truck)

To select any but the last of these entries, you must find additional information about the type of truck.

In this case, you must check the industry and employer responses, as well as the title and task responses, to see whether you have a close match with *road transport* in the second entry.

Since there is no information about the type of truck in the above record, you must select the *NAI* entry.

Note: when the supplementary description in another entry in the block is underlined, the phrase *NAI (about.....)* must also be underlined. This means that you cannot select the default entry until you have checked all four responses for additional information.

EXAMPLE 2

Title response: Service Station Manager
Task response: Running business, operating Dynatune franchise

Here you will find an exact match for the title but must check task information before you can select any entry in the block:

Manager, Service Station/ repairing or servicing vehicles
Manager, Service Station/ selling or serving
Manager, Service Station/ supervising staff, administration
Manager, Service Station/ NAI (about specific tasks)

At first glance none of the supplementary descriptions is an obvious match for the task response. You cannot select *repairing or servicing vehicles* because there is no evidence that the respondent does this personally. For the same reason, you cannot select *selling or serving*.

In this case you should not select the *NAI* entry because there is some information about the person's tasks. Although there is no direct mention of *supervising staff* or *administration*, this supplementary description broadly covers the tasks described by the respondent¹; therefore you may select this description as a close match.

When a record contains information of the type specified in the *NAI* entry but you cannot match that information with any supplementary description, you should refer the record for query resolution.

Practice 5.2

Write down the matching entry and code for the following records:

1. Title response: Market researcher
Task response: Doing research
Industry response: Market research
Employer response: A.P. Associates
2. Title response: Aircraft loader
Task response: Offloading baggage from planes to trucks
Industry response: Aviation
Employer response: Airlines Pty Ltd
3. Title response: Auditor
Task response: electronic data processing
Industry response: -
Employer response: Smith & Jones
4. Title response: Dentist
Task response: treating patients
Industry response: Dentistry
Employer response: W.P. Jones

¹ This supplementary description is intended to cover a broad range of managerial tasks including supervision of staff, administration and *managing, operating or running* a business, company or department.

5. Title response: Draftsperson
Task response: Drafting
Industry response: Design
Employer response: Graphics Pty Ltd
6. Title response: Track layer
Task response: Laying railway tracks
Industry response: Railway
Employer response: -
7. Title response: Chef
Task response: Preparing meals in restaurant
Industry response: Hospitality
Employer response: The Bread Basket Inn
8. Title response: Nutritionist
Task response: Designing diets for veterinary patients
Industry response: -
Employer response: Springfield Veterinary Hospital
9. Title response: Postal Officer
Task response: Selling stamps and postal goods
Industry response: -
Employer response: G.P.O.
10. Title response: Canteen Assistant
Task response: making sandwiches
Industry response: catering
Employer response: A.B. Catering Services
11. Title response: Associate in Engineering
Task response: Working on plans
Industry response: Engineering
Employer response: Brown and Sons Engineering Co.
12. Title response: Senior Systems Designer
Task response: Computer applications
Industry response: Banking
Employer response: national bank
13. Title response: Machine Operator
Task response: tending machines in factory
Industry response: manufacturing
Employer response: A.F. Holdings P/L
14. Title response: Bacteriologist
Task response: research/ testing
Industry response: Research
Employer response: University

Check your answers when you have finished (see page 2-45).

**Blocks of Entries
With Both *NAI* and
*Except Above*****5.3 Blocks of Entries With Both *NAI* and *Except Above***

Some blocks of index entries contain both an *NAI* entry and an *except above* entry, for example:

Packer, Hand/ fruit or vegetables
Packer, Hand/ meat
Packer, Hand/ *NAI* (about goods packed)
Packer, Hand/ *except above*

Now look carefully at the two records following to see which entry you would select.

EXAMPLE 1

Title response: Hand Packer
Task response: -

EXAMPLE 2

Title response: Hand Packer
Task response: Packing by hand

In each case the *NAI* entry should be selected because no specific information has been given. In the first example there is no task information at all. In the second example, the task response merely repeats information in the look-up title and does not mention the type of goods packed.

Now look at another example:

Title response: Hand Packer
Task response: Packing shirts

In this case you would select the *except above* entry because:

- there is no indication that the respondent is packing either *fruit or vegetables or meat*; **and**
- the task response contains information about a specific type of goods being packed, *shirts*, and hence does not match the *NAI* entry.

Practice 5.3

Write down the matching entry and code for the following records.

1. Title response: Design engineer
Task response: +
Industry response: Engineering
Employer response: Fred Evans Engineering Works
2. Title response: Electrical installer
Task response: Installing domestic appliances
Industry response: +
Employer response: Own business

3. Title response: Painter
Task response: House painting
Industry response: Construction
Employer response: Brown's Construction Pty Ltd
4. Title response: Radiographer
Task response: non-destructive testing
Industry response: Steel manufacture
Employer response: -
5. Title response: Instructor
Task response: Teaching horse riding
Industry response: Horse riding tuition
Employer response: High Country Riding School

Check your answers when you have finished (see page 2-45).

5.4 Entries Proscribing Specific Tasks or Activities

Entries Proscribing Specific Tasks or Activities

Some supplementary descriptions use the words *not* or *except* in describing certain **proscribed tasks or activities** (ie. tasks or activities which should not be performed).

Here are some examples:

Assistant, Sales/ shelf or fridge filling, not selling or serving

Labourer, Construction/ paving except concreting

These entries may not be selected when there is mention of the proscribed task in the title or task response.

To select the first of these entries, therefore, not only must shelf or fridge filling be mentioned as a task but there must be no mention of *selling* or *serving* (or of task words that mean the same).

Similarly, to select the second entry, some type of *paving* should be mentioned as a task but there should be no mention of *concreting*. You would select this entry if you had a record of the following type:

Title response: Construction labourer
Task response: Paving and tiling

Sometimes the proscribed activity is industry rather than task related. This means that you must check the industry and employer responses, as well as the title and task responses, to ensure that there is no mention of the proscribed activity. In such a case the proscribed activity is underlined, as in the examples below:

Operator, Blender/ chemicals except explosives, oil or glue

Polisher/ stone except gemstone

Occasionally respondents give two or more tasks, one of which is mentioned as a proscribed task in the block of matching entry titles. Here is an example of such a record:

Title response: Photographic assistant
Task response: developing, printing and sorting films,
 serving customers

In this case, you could not select the following entry because *serving customers* closely matches *serving* which is a proscribed task:

Assistant, Photographic/ printing film, not selling or serving

You could, however, select another entry in which *serving* is mentioned but there is no proscribed task:

Assistant, Photographic/ selling or serving

Practice 5.4

Write down the matching entry and code for the following records. Write *query* if you cannot find a matching entry.

1. Title response: Repairer
 Task response: Repairing mechanical plant on roadworks
 Industry response: Council
 Employer response: -
2. Title response: Construction Worker
 Task response: carrying bricks
 Industry response: Construction
 Employer response: Contracting Co.
3. Title response: Polisher
 Task response: Polishing granite
 Industry response: Ferguson's Granite Works
 Employer response: Own Business
4. Title response: Researcher
 Task response: scientific research
 Industry response: -
 Employer response: Hi-Tech Laboratories
5. Title response: Patrolman
 Task response: Checking tracks
 Industry response: Railway
 Employer response: Govt. Railways
6. Title response: Governess on sheep station
 Task response: Looking after children
 Industry response: -
 Employer response: Easirider Pastoral Company

7. Title response: Service Station Attendant
 Task response: Cleaning cars
 Industry response: automobile service and repair
 Employer response: Servpetro Company

Check your answers when you have finished (see page 2-45).

5.5 Directive Entries

Directive Entries

Directives appear at the end of some index entries and contain special instructions to the coder.

There are two types of directive in the index:

Code to ...[another basic word or entry title]

Disregard [the] Title

Directives may appear after an entry title or after a supplementary description. They are always preceded by a colon [:].

Whenever you find a directive in an index entry, you will see six question marks in the code field, indicating that there is no occupation code for this index entry.

5.5.1 Code To ...[another basic word or entry title]

Code To ...[another basic word or entry title]

To keep the total number of entries to a minimum, certain entries instruct you to look for a code elsewhere in the index.

These entries can be recognised by the phrase *Code to...* This is always followed by a basic word or entry title which you must use to create a new look-up title.

Here are some typical *Code to...* entries:

Worker, Canteen: Code to Assistant, Canteen

Operator, Snack Bar: Code to Manager, Shop

Assistant, Office: Code to Clerk

Manager, Grocery/ supermarket: Code to Assistant, Sales

When creating the new look-up title you should include any qualifying words which were extraneous for the purpose of matching the first entry title. (This, of course, does not apply to qualifying words which are always extraneous.)

EXAMPLE 1

Title response: Forestry Technical Assistant
 Task response: working on re-afforestation program

Here the look-up title matches the entry title *Assistant, Technical* in the following block of index entries:

Assistant, Technical/ CSIRO: NAI (about type of research;
 Assistant, Technical/ patent attorney
 Assistant, Technical/ technical college
 Assistant, Technical/ except above: Code to Technician

As you can see, the qualifying word *Forestry* is extraneous for the purpose of matching this entry title.

Additional information in the title and task responses does not match any of the supplementary descriptions in the first three entries so you must select the default entry.

This entry, however, has six question marks in the code field and a *Code to...* directive. This directive requires you to create a new look-up title by replacing the words in the matching entry title, *Assistant, Technical*, with the basic word *Technician*.

Using the original (extraneous) qualifying word, you can create a new look-up title *Technician, Forestry*. You will find a matching entry with the code 3103-27.

EXAMPLE 2

Title response: Council Labourer
 Task response: Digging trenches with a backhoe

Here you have an exact match with the entry title *Labourer, Council* which appears in several index entries. *Digging trenches or operating a backhoe* is not mentioned in any of the supplementary descriptions. However, these tasks belong to the broader category of tasks defined by the supplementary description in the following entry:

Labourer, Council/ driving or operating machinery or plant: Code to Operator

The directive in this entry requires you to create a new look-up title by replacing the entry title *Labourer, Council* with the basic word *Operator*.

In this case there are no qualifying words to include in the new look-up title. Therefore you should try to match the task response with qualifying words which appear under *Operator* in the index.

The index contains a large number of entries under *Operator*. If you search through the entries, you will soon find *Operator, Backhoe*. This entry has a six-digit code which you can assign to the record.

5.5.2 Disregard Title

Disregard Title

This directive means that the entry title you have selected does not provide any useful information about the respondent's occupation. In this situation there are a number of procedures you can use to create a new look-up title.

First you must check to see if a second look-up title has been given in the title or task response.

EXAMPLE 1

Title response:	Public servant
Task response:	Tax assessor

Using the look-up title *Servant, Public*, you will find a matching entry with the directive *Disregard Title*.

This means you should create a new look-up title using the title in the task response. You will find a matching entry title *Assessor, Taxation*.

EXAMPLE 2

Title response:	Army Captain- Instructor
Task response:	instructing in navigation

Using the look-up title *Captain, Army*, you will find two entries with a matching title:

Captain/ defence forces: managerial tasks specified
Captain/ defence forces: except above: Disregard Title

You cannot select the first of these entries as the tasks specified in the record are not managerial. ¹ However, you can select the *except above* entry.

Since this entry instructs you to *Disregard [the] Title*, you must create a new look-up title. In this case you should use the second title, *Instructor*, given in the title response. You will find the following matching entry with a six-digit code:

Instructor/ defence forces

Caution: you should never use information from the industry or employer response to create a new look-up title.

If you are instructed to disregard a title and the record does not contain a second title, you should try to create a look-up title from task information. You will learn how to do this in Lesson 6.

¹ Remember that managerial tasks include supervision of staff, administration and managing, operating or running a business, company or department.

Practice 5.5

Code the following records. When you follow a directive, write down the new matching entry.

1. Title response: Assistant in Supermarket
Task response: operating checkout
2. Title response: Building Contractor
Task response: Installing wall and roof insulation
3. Title response: Clerical Assistant
Task response: Processing insurance claims
4. Title response: Biological Experimental Officer
Task response: Research in plant nutrition
5. Title response: Plant Operator
Task response: Driving underground truck

Check your answers when you have finished (see page 2-45).

The Numeric Index

5.6 The Numeric Index

The *ASCO Coding Index: Numerical Order* (usually known as the *Numeric Index*) is designed to help you accept or reject entries with a supplementary description when you are unsure of the closeness of the match.

This index contains the same entries as the *Coding Index: Alphabetical Order* but groups them in the numerical order of their codes.

The *Numeric Index* can help you decide whether a code is appropriate for a particular record by allowing you to see all the entries which bear the same code.

Note: this index should not be used to accept or reject codes ending in 99 as these codes apply to residual categories in ASCO which are less consistent in their make-up.

Here is a record for which the *Numeric Index* can help confirm the correct code:

- | | |
|-----------------|--|
| Title response: | Radio Technician |
| Task response: | repair, install and maintain radio station
electronic equipment |

Using your *Alphabetic Index* in the usual way, you will find that there are several entries under *Technician, Radio* with different supplementary descriptions:

4311-91	Technician, Radio/ <u>broadcasting</u> : apprentice
4311-01	Technician, Radio/ <u>broadcasting</u> : supervising staff
4311-11	Technician, Radio/ <u>broadcasting</u> : except above
3201-17	Technician, Radio/ <u>engineering</u>
4313-91	Technician, Radio/ <u>repairing or servicing appliances</u> : apprentice
4313-01	Technician, Radio/ <u>repairing or servicing appliances</u> : supervising staff
4313-11	Technician, Radio/ <u>repairing or servicing appliances</u> : except above

Because there is no mention in either the title response or the task response that the respondent was an apprentice or that supervisory tasks were performed, we need not consider those entries ending with either of the supplementary descriptions *apprentice* or *supervising staff*.

As all supplementary descriptions are underlined, the industry and employer responses may also be checked. These responses are:

Industry response: commercial radio station
Employer response: Radio Station 4ZX Studios

On the basis of this information we can reject 4313-11; a quick check in the *Numeric Index* will confirm this decision as the other basic words occurring under this code include mechanic, repairer, serviceperson.

We still need to decide between *Technician, Radio/ engineering and Technician, Radio/ broadcasting: except above*. We therefore look at the other entries for 3201-17 in the *Numeric Index*; these include drafting assistant, engineering technician, and engineering assistant, mainly in the electronics field. Although the radio equipment is electronic, a further check in the *Numeric Index* shows that the *except above* entries for *Technician, Television/ broadcasting and Tradesperson, Broadcasting* are listed under 4311-11, indicating that the specific broadcasting jobs have been defined as a separate occupation. (As confirmation of this, the only other entries under *Technician, Television/ broadcasting and Tradesperson, Broadcasting* in the *Alphabetic Index* are *apprentice* and *supervising staff* entries, both of which are also in the unit group 4311.) You can select *Technician, Radio/ broadcasting: except above* as a matching entry, and assign the code 4311-11 to the record.

5.7 Summary

Summary

The *except above* entry is a default entry which should be selected when:

- the look-up title matches the entry title, and
- additional information in the record does not match any of the supplementary descriptions in the block of entries above containing this look-up title.

The **NAI** entry is a default entry which should be selected when:

- the look-up title matches the entry title, and
- the record does not contain any information of the type specified in the **NAI** statement.

Note: some default entries contain two (or occasionally more) supplementary descriptions. To select such an entry, you must ensure that any supplementary descriptions in the default entry, which precede the **NAI** or *except above* statement, are closely matched by additional information in the record.

When the **NAI** or *except above* statement is underlined, you must check the industry and employer responses, as well as the title and task responses, for matching information.

Proscribed tasks or activities are mentioned in some supplementary descriptions. These descriptions can be recognised by the fact that they contain the word *not* or *except*. You should select these entries only if there is no mention in the record of the proscribed task or activity.

Directives appear at the end of some index entries after a colon.

The **Code to...** directive requires you to create a new look-up title incorporating the basic word or entry title given in the directive.

The directive **Disregard Title** means that the entry title does not provide any useful information about the respondent's occupation. You should look for a second title in the record or create a new look-up title from task information (see Lesson 6).

The **Numeric Index** helps you to find the correct code for a record when you are not sure whether the additional information matches a particular supplementary description. You may use the **Numeric Index** to view all index entries with the same code as the entry you are considering as a possible match for the record.

Answers to Practice Questions - Lesson 5

Practice Questions 5.2

1. 2907-99 Researcher, Market/ except above
2. 8903-11 Loader, Aircraft/ except above
3. 2707-25 Auditor/ E.D.P.
4. 2305-11 Dentist/ except above
5. 3200-00 Draftsperson/ NAI (about specific tasks)
6. 8413-11 Layer, Track/ railway line or tramline; except above
7. 4705-11 Chef/ except above; except above
8. 2107-23 Nutritionist/ animal
9. 5909-13 Officer, Postal/ except above
10. 8919-11 Assistant, Canteen/ kitchen work
11. 3200-00 Associate, Engineering/ NAI (about type of engineering)
12. 2707-19 Designer, Systems/ computer; NAI (about specific tasks)
13. 7000-00 Operator, Machine/ NAI (about type of machine)
14. 2107-99 Bacteriologist/ except above

Practice Questions 5.3

1. 2200-00 Engineer, Design/ NAI (about type of engineering)
2. 4303-11 Installer, Electrical/ except above
3. 4405-11 Painter/ buildings; except above
4. 3299-11 Radiographer/ except above
5. 2505-99 Instructor/ except above; except above

Practice Questions 5.4

1. 4103-11 Repairer/ mechanical plant except vehicles; except above
2. 8499-17 Worker, Construction/ except above
3. 7419-15 Polisher/ stone except gemstone
4. query
5. 8413-11 Patrolman/ railway except security
6. 6601-99 Governess/ child care, not teaching
7. 8301-21 Attendant, Service Station/ car cleaning, not lubes or repairs

Practice Questions 5.5

1. 6403-11 Assistant, Sales/ check out, not selling or serving
2. 8401-11 Installer, Insulation
3. 5303-11 Clerk, Claims/ insurance or Clerk, Insurance
4. 2107-00 Researcher/ biological sciences except medical
5. 7201-23 Operator, Truck/ underground

DIFFICULT AND UNUSUAL CASES

6. DIFFICULT AND UNUSUAL CASES

Identifying the look-up title is the first step in coding. In most cases this is a simple procedure as most respondents give a proper title in response to the title question.

In a few cases, however, it is necessary to create a look-up title using different information. This need arises when the title is given in response to the task question or when the record contains task but no title information.

In this lesson you will learn how to deal with such records and with some other unusual cases which require the look-up title to be created by a different method.

Title Given In Task Response

6.1 Title Given In Task Response

Occasionally, a respondent will answer the title question with task information, and the task question with title information.

For example:

Title response:	Carting soil to building sites
Task response:	Truck Driver

In such a case you should create the look-up title from the task response. In the example above, you would use *Driver, Truck* as the look-up title and treat *Carting soil to building sites* as additional task information.

In other cases the title response is left blank or the response contains information other than the occupation title or task. However, you may find that a genuine title has been given in response to the task question.

For example:

Title response:	Ford Factory
Task response:	Vehicle Spray Painter

Here the title response contains the name of the employer but the occupation title is given in response to the task question.

In such cases you should create the look-up title from the task response.

Remember: some occupation titles sound unusual but are, in fact, correct. Many of these appear in the *Coding Index* so you should not ignore a title response just because it seems odd.

It has been shown that the title response is the most reliable piece of information in coding to ASCO. Hence you can usually believe titles given in response to the title question - even when they do not seem to fit very well with task or other information in the record.

EXAMPLE 1

Title response: Tea-lady
Task response: Taking shorthand

In this case there is no reason to look at the task response even though it sounds contradictory. We must accept that the respondent is a tea-lady and assign the code (8919-11) associated with the matching entry title (*Lady, Tea*).

Similarly, if a second title is given in the task response, it should not be used in preference to one in the title response unless:

- a matching index entry directs us to *Disregard* [the] Title given in the title response, or
- the basic word in the title response is *Foreman, Forewoman or Foreperson*. (You will learn how to deal with such records in 6.2 below.)

EXAMPLE 2

Title response: Miner
Task response: Plant Operator

In this case *Miner* is the appropriate look-up title. The title given in the task response, however, is useful additional information.

6.2 Supervisory Titles

Supervisory Titles

Some respondents give one of the following basic words, indicating supervisory status, in their occupation title:

Foreman
Forewoman
Foreperson

However, a second basic word is often given in the title or task response:

EXAMPLE 1

Title response: Foreman Carpenter
Task response: -

EXAMPLE 2

Title response: Forewoman
Task response: Forklift Driver

In such cases you should not include the supervisory word in the look-up title. Hence you would create the look-up title *Carpenter* from the first record above and *Driver, Forklift* from the second.

In some of these cases you may be able to match the supervisory information with the supplementary description *supervising staff*. For example the look-up title *Carpenter* matches the index title *Carpenter* which occurs in three entries:

Carpenter/ apprentice
 Carpenter/ supervising staff
 Carpenter/ except above

You would choose the second of these entries since the title response was Foreman Carpenter.

The look-up title *Driver, Forklift* matches with the entry title *Driver, Forklift*, which occurs in only one entry. In this case the fact that the respondent supervises others does not affect the code.

When the title and task responses do not contain another basic word, you should try to create a new look-up title using *Supervisor* as the replacement basic word.

Thus you would create the look-up title *Supervisor, Plumbing* from each of the following records:

EXAMPLE 1

Title response: Plumbing Foreman
 Task response: -

EXAMPLE 2

Title response: Foreman
 Task response: plumbing

Supervisor as a Basic Word

6.2.1 Supervisor as a Basic Word

You will find many index entries under *Supervisor*. Sometimes, however, you will be unable to find a matching entry title because of the very large number of supervisory titles in common use.

In such a case you should try to identify the occupation title of the workers being supervised since supervisors are coded to the same unit group. (They are, of course, coded to different occupations.)

If the title of the workers being supervised is identifiable, you would use it as the look-up title. If the title is not identifiable, you will need to refer the record for query resolution.

EXAMPLE 1

Title response: Supervisor
 Task response: In charge of kitchen hands
 Industry response: Hotel

There is no matching index entry under *Supervisor* but the title of the occupation being supervised is given in the task response. You can match this record with the entry title *Hand, Kitchen*.

Of course if you obtain a match by this method, and the matching title occurs in several entries one of which contains the phrase *supervising staff* as a supplementary description, you must select that entry. This situation is illustrated by Example 2 below.

EXAMPLE 2

Title response: Supervisor
Task response: In charge of tailors

In this case the look-up title *Tailor* occurs in three entry titles:

Tailor/ apprentice
Tailor/ supervising staff
Tailor/ except above

The second entry is correct, as it matches the information given in the title response with the supplementary description.

6.3 Titles Containing *Wife*

Titles Containing
Wife

Some respondents use the phrase ...'s *Wife* or *Wife of* ... in their title response, for example *Farmer's Wife*, *Plumber's Wife* or *Wife of Company Director*.

The titles *Farmer's Wife* and *Wife of Farmer* are special cases. For these records, you should create the look-up title *Farmer*.

In all other cases, if a second title has been provided in the title or task response, you should use it as the look-up title.

EXAMPLE 1

Title response: Company Director's Wife/ Telephonist
Task response: Entertaining business executives, answering telephone

In this case, you would use *Telephonist* as the look-up title.

If no second title has been provided but the respondent appears to be in the paid labour force (or working in a family business), you should treat the title as missing and create a new look-up title from task information. You will learn how to do this in 6.5 below.

EXAMPLE 2

Title response: Builder's Wife
Task response: Bookkeeping and typing

Here the respondent has given two tasks from which a multiple title must be created. (The matching of multiple titles is dealt with in Lessons 7 and 8.)

EXAMPLE 3

Title response: Wife of Company Director
Task response: Housework and looking after the children

In this case the task response indicates that the respondent is not in the paid labour force so there is no need to create a look-up title from the task information. You should leave this uncoded or apply a special code (commencing with the digit 9) reserved for such records.

Missing Titles

6.4 Missing Titles

Some records do not contain an occupation title. However, in many of these cases task information can be used to create a look-up title. You will learn how to do this in 6.5 below.

Creating a title from task information is necessary when:

1. The title response is blank and the task response contains task information, for example:

Title response: -

Task response: Teaching secondary school children

2. The title response and the task response both contain task information, for example:

Title response: Driving truck

Task response: Digging ditches

In this case task information in the title response should take precedence over task information in the task response.

3. The title response contains task information and the task response is blank, for example:

Title response: growing crops

Task response: -

4. The title response contains information which tells us neither the title nor the tasks of the respondent's occupation and the task response contains task information, for example:

Title response: Brown's Construction Company

Task response: Driving bulldozer

**Creating a Look-up
Title From Task
Information**

6.5 Creating a Look-up Title From Task Information

If the occupation title is missing from the record, or you have been instructed to *Disregard* [the] *Title* by a matching index entry, you may create a look-up title from task information.

When more than one task has been given, you should try to create one look-up title for each distinct task.

Here are the steps you should follow:

1. Identify the task word (often the verb) which is to become the basic word in the look-up title. (This will be explained in some detail below.)

2. Change the task word to a basic word using one of the three techniques described below.
3. Add any qualifying words given in the task description to create a look-up title.
4. Check that the look-up title you have created is consistent with all the tasks given, i.e. it is the sort of occupation in which those tasks would be typical.
5. Search the index in the usual way for a matching entry title.

If you cannot create a suitable look-up title from task information using one of the three approved techniques, you should refer the record for query resolution.

6.5.1 Converting Verbs to Basic Words

Converting Verbs to Basic Words

Some task descriptions contain verbs ending in *-s*, *-ed* or *-ing* which describe tasks or duties performed by the respondent.

For a task description of this type, you should try to convert the verb into a basic word by changing the ending of the word.

For example:

Task description	Look-up Title
Types documents	Document Typist
Teaching high school	High School Teacher
Managing clothing factory	Clothing Factory Manager
Machining metal	Metal Machinist
Cleaned school	School Cleaner
Farming	Farmer
Assisted personnel officer	Personnel Officer's Assistant
Plumbing	Plumber

You should be very cautious when making this type of conversion. The title which you create should be the title of an occupation in which the tasks specified would be performed, as in the examples above.

If you are not cautious, a totally incorrect occupation title could result, for example:

Task description	Incorrect Look-up Title
Doing the banking	Banker
Accounting for errors in a computer program	Accountant
Tracing faults in telephone wires	Tracer

If you are in any doubt about the title you have created, refer the record for query resolution.

Here is a record which requires you to create a new look-up title by changing the verb in the task response:

Title response: Public Servant
Task response: Managing Welfare Research Program

In the first instance, you will find a matching entry title *Servant, Public* with the directive *Disregard Title*.

Now, by changing the task word *managing* to *Manager* you can create a new look-up title, *Manager, Welfare Research Program*.

You will find the matching entry title *Manager, Research* in the index. Note that the qualifying words *welfare* and *program* are both extraneous.

Creating a Title Containing Worker

6.5.2 Creating a Title Containing Worker

Some task descriptions contain the word *work*, for example:

farm work
laundry work
sheep work
factory work
clerical work

If the task description is of this type, you can create a look-up title by changing the task word *work* to the basic word *worker*.

From the above you would create the following look-up titles:

Worker, Farm
Worker, Laundry
Worker, Sheep
Worker, Factory
Worker, Clerical

Creating a Title Containing Person

6.5.3 Creating a Title Containing Person

In other cases you may be able to form an appropriate basic word by adding *person* to the task word.

Task description	Look-up Title
Sales	Salesperson
Servicing	Serviceperson

Note: As a special case, the word *selling* may also be changed to *Salesperson*.

6.6 Title and Task Information Both Missing**Title and Task
Information Both
Missing**

Occasionally, you will find that neither the title question nor the task question has been answered. You must refer such a record for query resolution.

The query resolver may be able to obtain further information about the respondent's occupation. If this is not possible, the record will not be given a substantive ASCO code.

Remember: you should not use information given in response to the industry or employer questions to create the look-up title. In many cases this would produce an incorrect code.

Practice 6

Create a look-up title, then find the matching entry and code for the following records. Indicate if query resolution is required.

1. Title response: Video Librarian
Task response: Hiring out videos
2. Title response: Running a post office
Task response: Postmaster
3. Title response: -
Task response: Motor mechanic
4. Title response: Measuring for and laying carpets
Task response: Carpet layer
5. Title response: Westrail
Task response: Locomotive driver
6. Title response: Cleaning
Task response: vacuuming office
7. Title response: Managed the office
Task response: checking accounts
8. Title response: Fitting heaters in houses
Task response: -
9. Title response: Cooking fish and chips
Task response: Shopkeeper
10. Title response: Ace Paper Company
Task response: Box maker

Check your answers when you have finished (see page 2-55).

Summary

6.7 Summary

If neither title nor task information is given, you should refer the record for query resolution.

In most other cases you will be able to create a look-up title from the title response. However, you may create a look-up title from the task response if:

- title and task responses have been given in reverse order, or
- the title response is blank, or
- the title response contains neither title nor task information, or
- the look-up title created from the title response has a matching index entry with the directive *Disregard Title*, or
- the only title given contains the basic word *Wife* (other than in *Farmer's Wife*).

When you create a look-up title from task words, you must use one of the following techniques to create the basic word:

1. Changing the verb ending *-s*, *-ed* or *-ing* to a noun.
2. Changing *work* to *worker*.
3. Adding *person* to the task word.

Answers to Practice Questions - Lesson 6

1. 6301-99 Librarian, Video/ sales or hire
2. 1599-15 Postmaster
3. 4601-11 Mechanic, Motor/ except above
4. 4919-11 Layer, Carpet/ except above
5. 7107-11 Driver, Locomotive
6. 8301-13 Cleaner/ office
7. 5301-01 Manager, Office/ bookkeeping
8. query
9. 8919-11 Manager, Shop/ cooking, not selling
10. query

MULTIPLE TITLES**7. MULTIPLE TITLES**

If two or more basic words have been given in the title response (not including *Foreman*, *Forewoman* or *Foreperson*), or you have created two or more basic words from task information, then you have a **multiple title**.

Here are some typical multiple titles which you might be required to code:

Fitter and Turner
 Courier-Driver
 Storeman-Packer
 Spray Painter/ Panel Beater
 Cook/ Kitchen Hand
 Painter and Decorator
 Plumber and Gasfitter

In this lesson you will learn to create look-up titles from responses of this type and the steps required to find the correct code.

Title Pairs**7.1 Title Pairs**

Some multiple titles that are frequently used by respondents can be found in the index, for example:

Fitter + Turner
 Courier + Driver
 Hand, Kitchen + Cleaner
 Painter + Decorator

This type of entry title is usually referred to as a **title pair**. The title pair consists of two basic words, with or without qualifying words, joined by a plus [+] sign. Where qualifying words exist, these are placed immediately after the basic word to which they refer.

Creating a Look-up Title With Two Basic Words**7.2 Creating a Look-up Title With Two Basic Words**

Sometimes you will be required to create a look-up title containing two basic words. The simplest such title consists of two basic words joined by a plus [+] sign.

More complex look-up titles will contain qualifying word(s) as well as two basic words. In such cases you must place the qualifying words immediately after the basic word to which they refer. Here is an example:

Title response: House painter and interior decorator
 Task response: painting and interior design

Here the look-up title is created from the title response. The correct look-up title for this record is *Painter, House + Decorator, Interior*.

Sometimes the look-up title must be created from the task response, as in the next two examples:

Title response: -
Task response: driving and van sales

Here the correct look-up title is *Driver + Salesperson, Van*.

Title response: Public Servant
Task response: assessing tax returns, operating EDP machine

In the example above, the matching entry title *Servant, Public* requires you to disregard the title and create a new look-up title from task information. The new look-up title is *Assessor, Tax Returns + Operator, EDP Machine*.

7.3 Basic Words Which Are Excluded From the Look-up Title

Basic Words Which Are Excluded From the Look-up Title

If the look-up title contains two or more basic words, you should check to see if these include any from the following list:

1. Labourer
2. Manager
3. Director (of a company)
4. Proprietor
5. Owner
6. Partner

Any basic words from the above list may be removed from the look-up title provided they are given without qualifying words. Here are some examples:

EXAMPLE 1

Title response: Labourer, Factory Hand
Task response: general factory duties

Since the basic word *Labourer* appears in this multiple title response without qualifying words, it should be excluded from the look-up title. Hence the correct look-up title is *Hand, Factory*.

EXAMPLE 2

Title response: Vineyard Labourer, Factory Hand
Task response: general factory duties

In this case you cannot ignore the basic word *Labourer* because it has been given with a qualifying word. The correct look-up title for this record, therefore, is *Labourer, Vineyard + Hand, Factory*.

If the multiple title which you have to code consists entirely of basic words from the above list, you should use the basic word which is highest in the list as your look-up title. Hence you would create the look-up title *Manager* from the title response *Manager-Director*.

If the look-up title contains two or more basic words which are not in the above list, you must search for a matching title pair in the index. You will learn how to do this in 7.4 below.

Matching the Look-up Title With a Title Pair

7.4 Matching the Look-up Title With a Title Pair

When you have a look-up title containing two or more basic words, it is usually quite easy to find a matching title pair.

The normal matching rules apply so you will find some look-up titles contain extraneous qualifying words. Hence the look-up title *Painter, House + Decorator, Interior* should be matched with the title pair *Painter + Decorator*.

Similarly some title pairs have supplementary descriptions. As usual these must be close in meaning to additional task (or industry) information in the record.

When you cannot find a matching title pair, try reversing the order of the basic words in the look-up title. For example, you would not find a match for the look-up title *Packer + Storeman*. However, you would find *Storeman + Packer* which should be treated as an exact match.

When there is no matching title pair, you should create two look-up titles for the record. You will learn more about this in 7.5 below.

Two or More Non-Paired Basic Words

7.5 Two or More Non-Paired Basic Words

Some look-up titles containing two basic words cannot be matched with a title pair, for example:

Title response:	-
Task response	house cleaning and laundry work

You would create the look-up title *Cleaner, House + Worker, Laundry* from this record. However, the index does not contain a matching title pair.

In such a case you must create two look-up titles (each containing a different basic word), then try to match each look-up title with a separate entry title.

Thus, in the above example, you would create *Cleaner, House* as the first look-up title and *Worker, Laundry* as the second. Respectively these can be matched with the following entries:

8301-99 Cleaner/ private house
8917-11 Worker, Laundry/ except above

Now you have two matching entries and two possible codes for the record; this is known as a **multiple match**. In the next lesson you will learn how to identify the correct code when you have two or more to choose from.

Very occasionally you will need to create three or more look-up titles from a record. No matter how many look-up titles have been created, you must try to find a matching entry and code for each one.

If you cannot find a matching entry for each title, you must refer the record for query resolution.

Practice 7

Find matching entries and all possible codes for each of the following records:

1. Title response: Welder and boilermaker
Task response: Welding metal
2. Title response: Casual driver and courier
Task response: Delivering parcels, mail
3. Title response: Labourer and dressmaker
Task response: Labouring, sewing clothes
4. Title response: Farmer and mechanic
Task response: Repairing motor vehicles
5. Title response: Backhoe Operator and Truck Driver
Task response: Digging trenches and shifting dirt

Check your answers when you have finished (see page 2-61).

7.6 Summary

Summary

A **multiple title** is a title containing two or more basic words. It occurs when two or more basic words are given in the title response or when a look-up title must be created from multiple tasks.

In either situation, the first step is to remove from the look-up title any basic words listed in 7.3 above.

Then, if you still have two or more basic words to consider, you should search the index for a matching title pair.

Finally, if there is no matching title pair, you should create two or more look-up titles, one for each basic word you have identified. Now try to match each new look-up title with an entry title.

If a matching entry with a six-digit code is found for each look-up title, then you have a **multiple match** (see Lesson 8).

If a matching entry cannot be found for each look-up title, the record must be referred for **query resolution**.

Answers to Practice Questions - Lesson 7

1. 4205-11 Boilermaker + Welder/ except above
2. 7105-11 Driver + Courier
3. 4911-13 Dressmaker/ except above
4. 1401-00 Farmer/ NAI (about type of farming)
or
4601-11 Mechanic, Motor/ except above
5. 7201-15 Operator, Backhoe
or
7105-13 Driver, Truck/ NAI (about type of truck)

MULTIPLE MATCHES

8. MULTIPLE MATCHES

In this lesson you will learn how to code records which match more than one index entry. First you will learn to check that you have a true multiple match; then you will learn to select the correct code when you have two or more possibilities.

Checking That You Have a True Multiple Match

8.1 Checking That You Have a True Multiple Match

Sometimes the basic word in the look-up title has two or more qualifying words. If, as a result, the look-up title appears to match more than one index entry, you should check the response to ensure that each qualifying word relates directly to the basic word.

EXAMPLE 1

Title response: Car Insurance Salesperson
Task response: Selling car insurance

You appear to have an exact match on the two following index entries:

6301-19 Salesperson, Car
6103-11 Salesperson, Insurance

In cases like this you may ignore any qualifying words which do not relate directly to the basic word. In this example the word *Car* does not relate directly to the basic word *Salesperson* but qualifies the word *Insurance*. The word *Insurance*, however, directly qualifies the basic word; the person sells insurance, not cars. Hence the matching entry is 6103-11 *Salesperson, Insurance*.

Practice 8.1

Find the correct code for each of the following title responses:

1. Car Rental Salesperson
2. Amway Advertising Representative
3. Traffic Parking Inspector
4. Window Awning Installer
5. Agricultural Investment Advisor

Check your answers when you have finished (see page 2-68).

Selecting More Than One Matching Entry

8.2 Selecting More Than One Matching Entry

In a few cases you will find two or more index entries which truly match the occupation information in the record. This may be because the record contains:

- * two or more qualifying words (relating directly to the basic word), or

- two or more basic words (other than Foreman, Forewoman or Foreperson), or
- two or more distinct tasks.

Here are some examples of true **multiple matches**:

EXAMPLE 1

Title response: Probation and Employment Officer

Here both qualifying words relate directly to the basic word. The look-up title *Officer, Probation and Employment*, therefore, is an exact match for the following two index entries:

2705-11 Officer, Employment
3901-13 Officer, Probation

A respondent who gave this title response could correctly be called both an *Employment Officer* and a *Probation Officer*.

EXAMPLE 2

Title response: Business Consultant/ Careers Adviser
Task response: Giving advice to clients

This record contains two basic words and matches both of the following entries:

2799-99 Consultant, Business
2603-17 Adviser, Careers

Again the respondent appears to have two occupations.

Sometimes there is just one matching entry title but two or more matching supplementary descriptions as in the following example:

EXAMPLE 3

Title response: Building contractor
Task response: Bricklaying and carpentry

The occupation information in this record matches both of the following index entries:

4403-11 Contractor, Building/ bricklaying; except above
4401-11 Contractor, Building/ carpentry

In the next example, the look-up title consists of a single basic word but the two tasks given by the respondent can each be matched with a qualifying word in a different index entry:

EXAMPLE 4

Title response: Clerk
Task response: Budgeting and processing loans

The occupation information in this record can be matched with the following index entries:

5301-21 Clerk, Budget
5301-19 Clerk, Loans

Usually a multiple match means that the respondent is performing tasks associated with two or more occupations. In this situation we want to assign the code associated with the most skilled tasks.

ASCO codes are arranged so that those with a lower first digit reflect greater skill than those with a higher first digit; for example code 2799-11 refers to a more highly skilled occupation than code 5605-11.

In the case of a multiple match, therefore, it is necessary to check the code of each matching entry. Of course, if all matching entries have the same code, that code may be applied. Otherwise the code with the lowest first digit should be selected. Thus, in Example 1 above, you would select 2799-11 as the correct code.

However, if two matching entries have different codes that commence with the same first digit, it is not possible to choose between them using the skill criterion. The next step depends on whether there is any nesting amongst the codes available.

Nested Codes

8.3 Nested Codes

Nesting occurs in multiple matches when one of the matching entries is coded only to major, minor or unit group level while another is coded to a more specific (disaggregated) level of the classification within that major, minor or unit group.

A code which ends with five zeros (eg. 8000-00) is a major group code. Hence we may say the occupation code 8917-11 is nested inside the major group code 8000-00.

A code which ends with four zeros (eg. 3200-00) is a minor group code. Hence we may say the occupation code 3201-11 is nested inside the minor group code 3200-00.

A code which ends with two zeros (eg. 3201-00) is a unit group code. Hence we may say the occupation code 3201-11 is nested inside the unit group code 3201-00.

Similarly a minor group code (eg. 2500-00) may be nested inside a major group code (eg. 2000-00).

Here is an example of a record with a multiple match which produces a nested code:

EXAMPLE 5

Title response: Draftsperson - Technical Officer
Task response:

Since *Draftsperson* by itself would be given the code 3200-00, and *Technical Officer* by itself would be given the code 3000-00, this record gives rise to two codes, one nested inside the other.

8.4 Selecting the Correct Code When More Than One Entry is Selected

Selecting the Correct Code When More Than One Entry Is Selected

If the codes associated with two matching entries are **not** nested but both have 5 as the first digit, you should use the **Order of Precedence** (see 8.4.1 below) to select the correct code for the record.

If the codes are **not** nested but have the same first digit other than 5, you cannot assign an occupation code to the record. In such cases you must assign a major, minor or unit group code (usually known as a **dump code**).

If the codes are **not** nested and have the first four digits in common, you can assign a unit group code. To do this you must select the first four digits and add two zeros. Thus in Example 4 above you would assign code 5301-00.

If the codes are **not** nested and have the first two digits in common, you can assign a minor group code. To do this you must select the first two digits and add four zeros. Thus in Example 3 above you would assign code 4400-00.

If the codes are **not** nested and have only the initial digit in common, you can only assign a major group code. To do this you must select the initial digit and add five zeros. In Example 2 above you would assign code 2000-00.

If the codes **are** nested, you should assign the more specific one. Thus in the case of example 5 above, you would assign the code 3200-00.

**Order of
Precedence for
Clerical
Occupations****8.4.1 Order of Precedence for Clerical Occupations**

If you have to choose between two (or more) different codes commencing with 5, you should select whichever of the codes comes first in the following order of precedence:

1. codes commencing 5601
2. codes commencing 5101
3. codes commencing 5301
4. codes commencing 5303
5. codes commencing 59
6. codes commencing 55
7. codes commencing 5305
8. codes commencing 5105
9. codes commencing 5103
10. codes commencing 52
11. codes commencing 54
12. codes commencing 5603
13. codes commencing 5605

EXAMPLE 1

Title response: Public servant

Task response: Typing letters and assessing welfare benefits

This record is first matched with the index entry:

????-?? Servant, Public: Disregard Title

In this case you would create two look-up titles from the task response:

Letter typist and Welfare benefits assessor.

Neither *Typist + Assessor* or *Assessor + Typist* is found in the index so the next step is to look up each title separately. You will find the following matching entries:

5103-13 Typist/ except above

5999-99 Assessor, Welfare Benefits

Using the order of precedence for clerical occupations you would choose the code 5999-99.

Practice 8.4

Choose the correct code for the following records:

1. Title response: Bookkeeper and typist
Task response: Account work, typing
2. Title response: Home aid
Task response: Caring for old people and children

3. Title response: Furniture restorer and watch repairer
Task response: Restoring antique furniture, repairing clocks and watches
4. Title response: Caterer
Task response: Kitchen duties and waiting at tables
5. Title response: Assessor
Task response: Welfare and social security benefits
6. Title response: Builder
Task response: Bricklaying and concreting
7. Title response: Home help
Task response: Child minding and cleaning
8. Title response: Labourer and painter
Task response: Painting and renovating
9. Title response: -
Task response: Plumbing and some carpentry
10. Title response: Clerk
Task response: Checking exports and invoices
11. Title response: Broker and Futures Dealer
Task response: -
12. Title response: Driver - Courier
Task response: -

Check your answers when you have finished (see page 2-68).

8.5 Summary

Summary

If you have a record which matches more than one index entry, you should check the code of each matching entry.

If the code is the same, you may apply that code.

If the code is different, you should select the code whose first digit is lowest.

For clerical occupations, there is an order of precedence which can help you choose between codes commencing with 5.

Where you have two codes with the same initial digit other than 5, you should, where possible, assign a unit group code (ending -00) or, failing that, a minor group code (ending in 00-00) or, failing that, a major group code (ending 000-00).

Answers to Practice Questions - Lesson 8

Practice Questions 8.1

1. 6599-17
2. 6201-21
3. 5999-99
4. 8401-13
5. 6101-99

Practice Questions 8.4

1. 5301-11
2. 6600-00
3. 4000-00
4. 6505-15
5. 5999-99
6. 4403-11
7. 6601-15
8. 4405-11
9. 4400-00
10. 5301-13
11. 6101-99
12. 7105-11

9. BASIC WORD SUBSTITUTES

**BASIC WORD
SUBSTITUTES**

When you have completed this lesson you will be able to:

1. Code titles using basic word equivalents.
2. Code titles which are gender-specific.

Normally, you would not substitute words for those in the occupation title given by the respondent.

There are some special cases, however, where you may replace the basic word in the occupation title with another word. These are dealt with in Lessons 9.1 and 9.2 below.

9.1 Basic Word Equivalents

**Basic Word
Equivalents**

A number of common basic words are used more or less interchangeably in everyday language (for example *labourer* and *hand*). In these cases the most common combinations of basic and qualifying words are used in the index.

If the respondent has given a basic word from the list below and you cannot obtain a match, you may then look up the **basic words which are equivalent** to it in order to obtain a match.

BASIC WORD	BASIC WORD EQUIVALENTS
Assistant	Attendant, Hand, Help, Labourer, Worker
Attendant	Assistant, Hand, Help, Labourer, Worker
Director	Manager
Driver	Operator
Hand	Assistant, Attendant, Help, Labourer, Worker
Help(er)	Assistant, Attendant, Hand, Labourer, Worker
Labourer	Assistant, Attendant, Hand, Help, Worker
Machinist	Operator
Repairer	Serviceperson
Serviceperson	Repairer
Worker	Assistant, Attendant, Hand, Help, Labourer

EXAMPLE 1

Title response: Plumber's Assistant

There is no matching index entry for *Assistant, Plumber's* so you should select an equivalent basic word for *Assistant* from the list above.

Try *Worker*.

There is no entry title *Worker, Plumber's* in the index so you may repeat the process using another equivalent basic word.

You will often save yourself time by selecting the basic word which you think sounds most likely.

In this case a likely equivalent would be *Labourer*.

This time there is a matching entry which you can select:

8101-13 Labourer, Plumber's

Remember: you should use equivalent basic words only if you have already looked in the index under the basic word extracted from the record and cannot find a matching entry.

Only the basic words listed above may be replaced by equivalents.

Practice 9.1

Code the following records. In each case you are required to find a matching entry using equivalent basic words.

1. Title response: Table Assistant
Task response: Collating and folding printed material
2. Title response: Camera Serviceperson
Task response: Fixing cameras
3. Title response: Check-out machinist
Task response: Working at check-out in supermarket
4. Title response: Kitchen worker
Task response: Making sandwiches, cleaning
5. Title response: Nurse's helper
Task response: Feeding, washing patients
6. Title response: Apiary Attendant
Task response: Cleaning and maintaining hives
7. Title response: Poker Machine Repairer
Task response: Servicing poker machines

Check your answers when you have finished (see page 2-73).

Basic Words With Gender

9.2 Basic Words With Gender

Some basic words indicate whether the respondent is male or female.

Here are some examples:

barmaid
foreman
saleslady
housemaster
firewoman

Such occupation titles can be called **gender-specific** titles.

The following rule allows you to treat the male and female forms of many (but not all) gender-specific titles as equivalent to each other or to a gender-neutral title.

For the purpose of obtaining a title match:

1. The terms *man*, *woman* and *person* may be used interchangeably.
2. The terms *boy* and *girl* may be used interchangeably with each other but **not** with the terms *man*, *woman* or *person*.
3. The feminine ending *ess* may be ignored in either the index entry or the title response.

Note: there are separate entries in the index for *Salesgirl* and *Saleslady*; these titles are assigned different codes from *Saleswoman*.

A number of commonly occurring titles, most of which reflect the sex of the respondent, have been omitted from the index in favour of a single basic word which can apply to either sex. These are listed below:

COMMONLY OCCURRING TITLES	BASIC WORD IN INDEX
Draftsman or Draftswoman	Draftsperson
Repairman or Repairwoman	Repairer
Salesman or Saleswoman	Salesperson
Serviceman, Servicewoman or Servicer	Serviceperson
Tradesman or Tradeswoman	Tradesperson
Linesman or Lineswoman	Linesperson

Apart from the above examples, you need not modify responses to generate gender-neutral titles as you will usually find the appropriate entry in the index. For example, you will find *Boy*, *Paper* in the index rather than *Person*, *Paper*.

In the case of *boy* and *girl*, if you cannot find a match under one, you should look in the index for the other.

Practice 9.2

Code the following records with gender-specific titles.

1. Title response: Boutique Manageress
Task response: -
2. Title response: Part-time Barman
Task response: Mixing drinks, serving customers
3. Title response: Saleswoman in delicatessen
Task response: -

4. Title response: Papergirl
Task response: Delivering papers and leaflets
5. Title response: Cartographic draftsman
Task response: Drawing maps for civil engineers

Check your answers when you have finished (see page 2-73).

Summary

9.3 Summary

You can replace the basic word in the occupation title given by the respondent in the following circumstances:

1. If you cannot find a match using the original basic word and this word is included in the **equivalent basic word** list.
2. If the basic word given by the respondent indicates a person's sex, you may need to substitute its masculine, feminine or neutral equivalent. Some gender-specific words have been omitted from the index in favour of a single basic word which can apply to either sex.

Answers to Practice Questions - Lesson 9**Practice Questions 9.1**

1. 7499-23 Hand, Table/ printing
2. 4213-11 Repairer, Camera/ except above
3. 6403-11 Operator, Check Out
4. 8919-11 Hand, Kitchen, or Help, Kitchen or Assistant, Kitchen
5. 8921-15 Assistant, Nurse's or Attendant, Nurse
6. 8201-99 Assistant, Apiary
7. 4399-13 Serviceperson, Poker Machine

Practice Questions 9.2

1. 1501-11 Manager, Shop/ NAI (about specific tasks)
2. 6503-11 Barperson
3. 6301-15 Assistant, Sales/ selling or serving; food or drink
4. 8999-99 Paperboy/ delivering newspapers
5. 3207-15 Draftsperson, Cartographic

**PRACTICE
QUESTIONS****10. PRACTICE QUESTIONS**

Now that you have almost completed the Training Guide, work through the examples below to see how much you have learnt. If you are unsure about a matching entry or the correct code, write *query*. Indicate the reason for the query and the codes which might potentially apply to the record.

The answers are on the back page. If you get any wrong work through them again. If necessary, refer to the relevant Lesson in the *Training Guide* or use the *Reference Guide* to find out where you went wrong.

1. Title response: High School Teacher
Task response: Teaching Maths
Industry response: Education
Employer response: Education
2. Title response: Baker
Task response: Makes bread, pies and pasties
Industry response: Bakery
Employer response: The Pie Shop
3. Title response: Farmer
Task response: Dipping sheep
Industry response: Farming
Employer response: Own farm
4. Title response: Technical Officer
Task response: Maintenance of telephone lines
Industry response: Telecommunications
Employer response: -
5. Title response: Supervision of bricklaying
Task response: Supervising other bricklayer & labourers
Industry response: Bricklaying
Employer response: P & Q Bricklaying
6. Title response: Fencing
Task response: Digging post holes
Industry response: Fencing
Employer response: A.B. Smith and Co. P/L
7. Title response: Pig farm worker
Task response: Hose down pigs, feeding
Industry response: Pig production
Employer response: Intensive Industries P/L
8. Title response: Transport Driver
Task response: -
Industry response: Shipping grain
Employer response: Ocean company

9. Title response: Domestic
Task response: Cleaning floors
Industry response: Hospital
Employer response: Hospital
10. Title response: Fisherman
Task response: Fishing
Industry response: Fishing
Employer response: Own business
11. Title response: Monumental mason
Task response: Lettering and assisting in cemetery
Industry response: Monumental masonry
Employer response: -
12. Title response: -
Task response: Delivering milk
Industry response: Milk run
Employer response: A & B Jones
13. Title response: Draftsman - mechanical
Task response: Drawing plans
Industry response: Telecommunications
Employer response: -
14. Title response: Offset Printer
Task response: Printing
Industry response: Education
Employer response: Education Dept
15. Title response: Typist
Task response: Audio-typing
Industry response: Court reporting
Employer response: Commonwealth Dept.
16. Title response: Seamstress
Task response: Hospital requirements
Industry response: Hospital
Employer response: -
17. Title response: Cooking
Task response: -
Industry response: Fast food
Employer response: Joe's Take-Away
18. Title response: Proprietor of motel
Task response: Reception, running the motel, administration
Industry response: Motel
Employer response: Own Company
19. Title response: Nurse's Assistant
Task response: Tends to needs of patients
Industry response: Nursing
Employer response: Geriatric Home

20. Title response: Fruit Juice Production Machine Operator
 Task response: Crushing oranges
 Industry response: Fruit juice bottling
 Employer response: Fruit Farms Inc.
21. Title response: Managing Director
 Task response: Sales and marketing consultant
 Industry response: Food manufacturing
 Employer response: Own company
22. Title response: Salesman, carpet layer
 Task response: Selling and installing carpets
 Industry response: Carpet
 Employer response: Ezi-Tread Co. P/L
23. Title response: Administrative Assistant
 Task response: Office duties, typing
 Industry response: Health
 Employer response: Health Centre
24. Title response: Piano Teacher
 Task response: Teaching
 Industry response: Piano teaching
 Employer response: Beethoven Private Academy of Music
25. Title response: Selling and bookkeeping
 Task response: -
 Industry response: Importing
 Employer response: XYZ Wholesalers P/L
26. Title response: Taxation Officer
 Task response: Assessing
 Industry response: Public Service
 Employer response: -
27. Title response: Manager, Clerk
 Task response: Bookkeeping and supervision
 Industry response: Food
 Employer response: The Eatery P/L
28. Title response: Courier
 Task response: Driving
 Industry response: Courier service
 Employer response: Quick-as-a-Wink Co, P/L
29. Title response: Guillotine Operator
 Task response: Cutting metal
 Industry response: Metal
 Employer response: -
30. Title response: Testing and sampling
 Task response: -
 Industry response: Mining Iron Ore
 Employer response: Mine Company

Answers to Practice Questions - Lesson 10

Index Entry/Entries	Code Assigned
1. Teacher/ except above; <u>high school</u>	2405-11
2. Baker/ except above	4703-13
3. Farmer/ <u>sheep only</u>	1401-21
4. Officer, Technical/ <u>Telecom</u>	3201-15
5. Bricklayer/ supervising staff	4403-01
6. Fencer	8499-15
7. Hand, <u>Farm/ livestock</u> except poultry	8201-11
8. Driver, Transport	7105-13
9. Domestic/ cleaning; <u>hospital or nursing home</u>	8301-15
10. Fisherman/ except above	8925-13
11. Mason/ except above	4999-15
12. No evidence respondent drives a vehicle so no match with Deliverer, Milk/ driving	query
13. Draftsperson, Mechanical	3205-11
14. Printer, Offset/ except above; except above	4505-13
15. Typist/ except above	5103-13
16. Seamstress/ except above	4911-13
17. Cook, <u>Fast Food/</u> except above	8919-11
18. Manager, Motel/ supervising staff, administration	1505-11
19. Assistant, Nurse's	8921-15
20. Operator, Juice Machine/ <u>fruit or vegetables</u>	7431-15
21. Is the respondent personally selling food? Potential codes 6201-29, 1303-11 (Manager, Sales or Manager, Marketing) Note Consultant, Marketing=2703-11	query
22. Layer, Carpet/ except above	4919-11
23. Assistant, Administrative/ typing	5103-13
24. Teacher/ except above; <u>not in compulsory</u> <u>or tertiary education system; music</u>	2505-13
25. Bookkeeper	5301-11
26. Officer, Taxation/ assessing	5999-99
27. Clerk/ bookkeeping	5301-11
28. Courier/ except above	7105-11
29. Operator, Guillotine/ <u>metal</u> ; except above	4203-17
30. Tester/ <u>mineral ore</u> (8109-15), Sampler/ <u>mineral ore</u> (8415-15)	8000-00

**ASCO CODING SYSTEM
OCCUPATION LEVEL**

PART 3

REFERENCE GUIDE

CONTENTS

TITLE	PAGE
1. Concepts and Definitions	3-1
1.1 Tasks, Jobs and Occupations	3-1
1.2 The Structure of ASCO	3-1
1.3 Information Needed for Coding to Occupation Level	3-2
1.4 Occupation Title and Title Response	3-2
1.4.1 The Basic Word	3-2
1.4.2 Qualifying Words	3-3
1.5 Look-up Titles, Entry Titles and Title Pairs	3-3
2. Overview of the Coding Procedures	3-5
3. The Coding Index	3-7
3.1 The Coding Index Format	3-7
3.2 Components of the Index Entry	3-7
3.3 Abbreviations Used in the Index	3-8
4. The Matching Rules	3-9
4.1 Exact Match on Occupation Title	3-9
4.1.1 Extraneous Qualifying Words	3-9
4.1.2 Always Extraneous Words	3-10
4.2 Index Entries With a Supplementary Description	3-10
4.2.1 Close Match on Additional Information	3-10
4.2.2 Indicating Learning Status	3-11
4.3 Default Entries	3-11
4.3.1 <i>Except Above Entry</i>	3-11
4.3.2 <i>No Additional Information</i>	3-12
4.4 Single Basic Word Without a Match	3-12
5. Problems in Coding	3-13
5.1 Title and Task Responses Reversed	3-13
5.2 Basic Word Not in Coding Index	3-13
5.3 The Word Assistant	3-13

5.4	Supervisory Titles	3-14
5.4.1	Supervisor as the Basic Word	3-14
5.5	Wife of ...	3-14
5.6	No Title Given	3-15
5.7	Creating a Look-up Title From Task Information	3-15
5.8	Multiple Titles	3-16
5.9	Multiple Matches	3-17
5.9.1	Checking That You Have a True Multiple Match	3-17
5.9.2	Selecting More Than One Matching Entry	3-17
5.9.3	Coding to the Highest Skill Level	3-18
5.9.4	Nested Codes	3-18
5.9.5	Non-Nested Codes With the Same First Digit	3-19
5.9.6	Order of Precedence for Clerical Occupations	3-19
5.10	Basic Word Substitutes	3-20
5.10.1	Basic Words With Listed Equivalents	3-20
5.10.2	Gender-Specific Basic Words	3-21
6.	Directive Entries	3-22
6.1	Code To ...[another basic word or entry title]	3-22
6.2	Disregard [the] Title	3-22
7.	Query Resolution	3-24
7.1	How to Refer Records for Query Resolution	3-24
7.2	Types of Records Requiring Query Resolution	3-24

1. CONCEPTS AND DEFINITIONS

CONCEPTS AND DEFINITIONS

1.1 Tasks, Jobs and Occupations

Tasks, Jobs and Occupations

Everyone who is paid to work has a **job**. A job is a set of **tasks** done by one person. An **occupation** is a set of jobs whose main tasks are similar in terms of their range and complexity, and some combination of:

- the field of knowledge required
- the tools and equipment used
- the materials worked on
- the goods and services produced.

1.2 The Structure of ASCO

Structure of ASCO

The *Australian Standard Classification of Occupations* (ASCO) arranges occupations into categories according to the similarity of their tasks and the skill needed to perform them.

The most detailed categories in the classification are **occupations**. Occupations have 6-digit codes. There are 1,079 occupations in ASCO, covering most jobs in the Australian workforce.

Example:

Occupation 7105-13 Heavy Truck Driver

Similar occupations are classed in 282 **unit groups**. Unit groups have 4-digit codes, comprising the first four digits of the occupation code.

Example:

Unit Group 7105 Truck Drivers

Similar unit groups are classed in 52 **minor groups**. Minor groups have 2-digit codes, comprising the first two digits of the unit group code.

Example:

Minor Group 71 Road and Rail Transport Drivers

Finally, similar minor groups are classed in 8 **major groups**. Major groups have 1-digit codes, comprising the first digit of the minor group code.

Example:

Major Group 7 Plant and Machine Operators, and Drivers

Information Needed

1.3 Information Needed for Coding to Occupation Level

When coding an occupation, you may need to refer to information on:

- Occupation title
- Main tasks or duties usually performed
- Kind of industry, business or service
- Name and address of employer.

Example:

Title response:	Control Room Operator
Task response:	Monitoring boilers
Industry response:	Government
Employer response:	State Electricity Commission of Victoria

The occupation title *Control Room Operator* is too vague. By using the task, industry and employer responses in addition to the occupation title, you can code this record to the following entry in the *ASCO Coding Index*:

7301-11 Operator, Control Room/ power generation

Any other information about the person which may be available (eg. income or qualifications) is likely to be misleading and should not be considered when coding occupation, except in the following case:

If information is available concerning qualifications held or studies being undertaken leading to qualifications, this information may be used to decide whether or not the respondent is an apprentice. Anyone undertaking an apprenticeship course is an apprentice. Anyone who has completed such a course is not an apprentice.

Occupation Title
and Title Response

1.4 Occupation Title and Title Response

The answer to the question *What is your occupation?* is the **title response**. The **occupation title** is simply the name of the person's occupation and is usually given in the title response.

An occupation title contains a **basic word** and may also contain one or more **qualifying words**.

The Basic Word

1.4.1 The Basic Word

The **basic word** is the single word (noun) which can stand alone as the title of the person's occupation. In the following examples the basic words are in capitals:

Accounts CLERK
Bus DRIVER
Chief ACCOUNTANT

In an occupation title given by a respondent, the basic word is the one-word answer to the question *What is your occupation?*

For example:

I'm a Clerk.

1.4.2 Qualifying Words

Qualifying Words

Qualifying words add to the meaning of the basic word. They tell us what kind of clerk, driver or accountant the person is. In the following examples, the qualifying words are in capitals:

ACCOUNTS clerk
BUS driver
CHIEF accountant

1.5 Look-up Titles, Entry Titles and Title Pairs

Look-up Titles, Entry Titles and Title Pairs

The first task in coding is to create the **look-up title** for which you will search in the *Coding Index*.

In most cases the look-up title is created by sorting the title response into the word order used in the index entry, as follows:

Basic word, Qualifying word(s)

That component of the index entry which comprises the basic word and (optional) qualifying words is known as the **entry title**.

Sometimes the title response contains two basic words, for example: *Barrister and Solicitor*. In such a case the look-up title is created from the two basic words joined by a plus [+] sign.

The Coding Index contains a number of entry titles to cater for such responses, for example:

Barrister + Solicitor
Driver + Courier
Clerk + Typist

Such entry titles contain two basic words and are known as **title pairs**.

If you cannot find a title pair with the basic words in the order given by the respondent, you should look for an entry with the words in the reverse order.

Some title pairs are slightly more complex than the examples above in that they contain qualifying words and/or supplementary information, for example:

Hand, Kitchen + Cleaner
Beater, Panel + Mechanic/ apprentice

You will see that, in order to find a title pair that matches the look-up title, it is necessary to place the qualifying words immediately after the basic word to which they refer.

Further information on creating look-up titles from responses containing two or more basic words is given in Chapter 5.8 (Multiple Titles).

In Chapters 5 and 6, you will also find information on how to create look-up titles in other unusual circumstances when:

- the respondent has given the title in the wrong place - in response to the task question
- the respondent has given tasks but no title
- the matching index entry directs you to *Disregard [the look-up] Title* which you first created
- there is no matching index entry but there is an equivalent basic word
- a gender-neutral form of the basic word is required
- the respondent has given the phrase *wife of ...* or *... 's wife* as the occupation title
- the respondent has given *foreman*, *forewoman*, *foreperson* or *supervisor* as the basic word.

2. OVERVIEW OF THE CODING PROCEDURES**OVERVIEW OF THE
CODING
PROCEDURES**

The four data items which may be used to code occupation information to ASCO are derived from responses to survey questions, the recommended wording and format of which are given in the *Overview*, Chapter 3. These responses are usually referred to as:

- Title Response
- Task Response
- Industry Response
- Employer Response

They should always be considered in the order given above.

The main steps in coding occupation information using the *ASCO Coding System* are:

1. Create the **look-up title** from the title response.
 - i. If the title response is missing or unsuitable (see Chapter 5), follow the procedures in Chapter 5, as appropriate, to create a look-up title.
2. Search the *Coding Index* for the **basic word**.
 - i. If the basic word is not in the index, refer the record for query resolution (see *Query Resolution Guide*).
3. Search the index, under the basic word, for any **qualifying words** found in the look-up title.
4. Identify the **entry title** (see Chapters 3 and 4) that is an **exact match** for the look-up title.
 - i. If there is no matching entry title but the basic word has acceptable substitutes (see Chapter 5.10), look for a matching entry using a **Basic Word Substitute**.
 - ii. If you cannot find a matching entry title after checking acceptable substitutes, refer the record for query resolution.
 - iii. If there is more than one matching entry title, follow the procedures, as appropriate, in Chapters 5.8 (Multiple Titles) and 5.9 (Multiple Matches).
5. If the matching entry title is followed by a slash [/] and a **supplementary description**, look for **close-matching additional information** in the record (see Chapter 4).
6. Using close-matching additional information select a matching entry from the *Coding Index*.

- i. If there is no matching entry, refer the record for query resolution.
 - ii. If there is more than one matching entry, follow the multiple match procedures outlined in Chapter 5.9.
7. If the matching entry ends with a **directive**, look for another matching entry using a new look-up title (see Chapter 6).
8. Apply the code associated with the [new] matching entry.

3. THE CODING INDEX

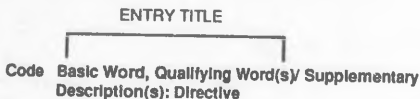
CODING INDEX

3.1 The Coding Index Format

Index Format

Most index entries consist of a six-digit code followed by an entry title. The latter contains a basic word and may also contain one or more qualifying words. In addition, some index entries have a supplementary description and/or a directive.

Index entries are listed alphabetically by basic word. The format of the index entry is as follows:



3.2 Components of the Index Entry

Components of the
Index Entry

An index entry may have several components some of which are optional. Each component after the first is separated from the preceding component by a specific delimiter. These are indicated below:

ASCO Code - This is a six-digit number, with the last two digits separated from the rest by a hyphen [-]. Where the code is unknown, either wholly or in part, digits are replaced by question marks [?]. Whenever question marks occur in the code field, a directive will also be given in the appropriate field.

Basic word - This is the single word (noun) which can stand alone as the title of the respondent's occupation. A basic word must be present in every index entry.

Delimiter = blank space []

Qualifying words - These are words which qualify the basic word and provide a more specific idea of the occupation. This component of the index entry is optional.

Delimiter = comma [,]

Entry Title - The Basic Word and Qualifying Words are together referred to as the Entry Title. In a one-word title, the basic word and the entry title are the same. Some entry titles comprise a title pair (ie. two basic words, with or without qualifying words, joined by a plus [+] sign).

Delimiter = blank space []

Supplementary description - This component contains information which makes the occupation more specific, usually by indicating the sort of tasks which are performed. Sometimes it contains the phrase *except above* or the acronym *NAI* meaning *No Additional Information*. If there are several pieces of information in the supplementary description, they are separated from each other by a semi-colon [;]. The supplementary description is an optional component.

Delimiter = slash [/]

Directive - This component provides a specific direction to the coder either to *Disregard [the] Title* or to *Code to ...[another basic word or entry title]*. This component is optional and only occurs when there are question marks in the code field.

Delimiter = colon [:]

Underlining is used to indicate that industry and employer responses may be matched with the information underlined.

Abbreviations Used In the Index

3.3 Abbreviations Used In the Index

A number of common abbreviations are used in the index. Sometimes these abbreviations occur in records with full stops (eg. T.A.B.) and sometimes without. In the index, the full stops are left out.

Some of the abbreviations used in the index are:

ADP	Automatic Data Processing
APS	Australian Public Service
ASO	Administrative Services Officer
CAE	College of Advanced Education
ECG	Electrocardiograph
EDP	Electronic Data Processing
EEG	Electroencephalograph
SEN	State Enrolled Nurse
SRN	State Registered Nurse
TAB	Totalisator Agency Board
TAFE	Technical and Further Education
VDU	Visual Display Unit

The acronym *NAI* is used in the *Coding Index* to mean *No Additional Information*. The purpose and use of entries containing *NAI* is explained in Chapter 4.3.

4. THE MATCHING RULES

MATCHING RULES**4.1 Exact Match on Occupation Title****Exact Match on
Occupation Title**

To code a record to an index entry, you must have an **exact match on title**. This means that the basic word and all the qualifying words in the index entry title should be present in the look-up title. (You will recall that, in most cases, the look-up title is the title given by the respondent rearranged so that the basic word comes first.)

Sometimes an exact match on title is obtained with a block of index entries because each entry contains the same title but has a different supplementary description. For example, the look-up title *Operator, Control Room* matches the entry title in each of the entries in the following block:

Code	Entry title/ Supplementary description
3903-17	Operator, Control Room/ <u>broadcasting</u>
7399-11	Operator, Control Room/ <u>coal preparation</u>
7309-11	Operator, Control Room/ <u>grain</u>
7309-11	Operator, Control Room/ <u>ore handling</u>
7399-11	Operator, Control Room/ <u>ore processing</u>
7301-11	Operator, Control Room/ <u>power generation</u>
8911-13	Operator, Control Room/ <u>security</u>
7309-11	Operator, Control Room/ <u>tank farm</u>

4.1.1 Extraneous Qualifying Words**Extraneous Words**

In the example above, the words in the look-up title (*Operator, Control Room*) all occur in the entry title. However, you would still have an exact match if the look-up title contained additional qualifying words, for example, *Operator, Power Station Control Room*. The qualifying words *Power Station* are not part of the entry title and so they are referred to as **extraneous words**. (In this example, the extraneous qualifying words provide useful additional information which can be matched with a supplementary description - see 4.2 below).

In the look-up title *Spruiker, Fairground*, the qualifying word is extraneous. You have an exact match with the entry title *Spruiker* (Code 6599-99). This title appears in only one index entry as all types of spruikers belong to the same occupation.

However, in looking for an exact match, you should always select the entry that includes the most qualifying words in the look-up title. Hence you cannot match the look-up title *Surveyor, Community Health* with *Surveyor* because there is another entry title *Surveyor, Health* which matches more qualifying words.

Remember: an **exact match on title** means that all words in the entry title occur in the look-up title. This means that you cannot obtain a match by ignoring additional qualifying words in the entry title (except in the specific circumstances described in 4.4 below).

Always Extraneous Words**4.1.2 Always Extraneous Words**

Some words when given as qualifying words are **always extraneous**. Generally these are words which indicate status in an occupation.

These words are:

Acting	Principal	Skilled
Apprentice	Professional	Temporary
Casual	Qualified	Trained
Contract	Relief	Trainee
Junior	Relieving	Unqualified
Part-time	Seasonal	Unskilled
Permanent	Self-employed	Volunteer

These are never used as qualifying words in the index so you do not need to include them in the look-up title.

Note: the words *apprentice* and *trainee*, which indicate that the person is learning the tasks of an occupation, provide useful additional information which may be matched with a supplementary description - see 4.2 below.

Supplementary Descriptions**4.2 Index Entries With a Supplementary Description**

Entries with a **supplementary description** have the following format:

Code Entry title/ Supplementary description

Such entries usually occur in blocks. Each entry in the block contains the same entry title followed by a slash [/] and a different supplementary description. This description may be about specific tasks performed, tools or equipment used, machinery or plant operated, or type of industry worked in.

To code a record to an entry of this type, you must have:

- an **exact match** between the entry title and the look-up title; and
- a **close match** between the supplementary description and any additional information in the record.

Close Match on Additional Information**4.2.1 Close Match on Additional Information**

For most index entries with a supplementary description, a close match on task information is required.

You have a close match on task information when the supplementary description covers, or closely matches, information given in the task response or in any remaining (unused) words in the title response.

A close match, unlike an exact match, does not require that the words in the index entry follow verbatim the words given by the responder. There are two types of close match:

1. Additional information given by the respondent means the same as the supplementary description, or
2. Additional information given by the respondent belongs to a category defined by the supplementary description.

When a supplementary description is underlined you may use industry and employer responses to obtain a close match, as well as title and task responses.

If there is a conflict between information given in different responses, use the information in the following order of priority:

TITLE
TASK
INDUSTRY
EMPLOYER

4.2.2 Indicating Learning Status

Indicating Learning Status

If title or task information indicates that the person is learning the tasks of an occupation eg. *apprentice chef, training in airframe fitting*, you should always look for an index entry which includes learner status as a supplementary description eg. one which contains the words *apprentice* or *trainee*. If there is no such index entry for that title then the information in the response about learning status may be ignored.

4.3 Default Entries

Default Entries

A supplementary description may be in the form of a **default entry**.

In this case the supplementary description field contains the phrase *except above* or the acronym *NAI* (meaning *No Additional Information*).

4.3.1 Except Above Entry

Except Above

When you have an exact match with the entry title and cannot find a close match with any other supplementary description, you may select the *except above* entry.

Note: before selecting this type of entry you must be sure that a match with an entry listed above in the block is not possible. If you do not understand the meaning of either the supplementary description or the response, you should not choose the *except above* entry but refer the record for query resolution.

The simple *except above* supplementary description is always the last entry in a block of entries; for example:

Clerk, Personnel/ staff development or counselling
 Clerk, Personnel/ training
 Clerk, Personnel/ except above

A more complex use of *except above* can occur in some entry titles. For example:

Teacher/ aboriginal
 Teacher/ curriculum development
 *
 Teacher/ except above; high school
 Teacher/ except above; infants school
 *
 Teacher/ except above; except above

This form of default entry gives precedence in the coding process to the occupations listed prior to the first appearance of *except above* in the supplementary description. In the above example, the specialist teachers such as *Teacher/ aboriginal* will be coded to their specialisations rather than to the level of school in which they teach.

Entries of this type have the general format:

Code **Entry Title/ *except above*; other supplementary description**

NAI

4.3.2 No Additional Information

Some blocks include an entry containing *NAI* in the supplementary description field. This is followed by a phrase in brackets specifying the type of information you must look for in the record.

The *NAI* entry may be selected if you have an exact match with the entry title but no information of the type specified in the brackets.

Single Basic Word Without a Match

4.4 Single Basic Word Without a Match

When the look-up title consists of a single basic word, and there is no close match among the block of index entries with supplementary descriptions, then you may use any additional information in the record to match qualifying word(s) in an entry title. However it is important that the following conditions are met:

- the entry title you select must contain the same basic word as the look-up title; and
- the qualifying word(s) in the entry title you select must closely match additional (usually task) information in the record. If the qualifying word(s) in the entry title are underlined, they may be close-matched with information in the employer, industry or task response.

5. PROBLEMS IN CODING

PROBLEMS IN
CODING

5.1 Title and Task Responses Reversed

Title and Task
Responses
Reversed

Occasionally title information is given in the task response and task information in the title response, for example:

Title response: Driving car for managing director
Task response: Chauffeur

In such a case the look-up title should be created from the task response. Thus *Chauffeur* is the correct look-up title in the above example; the response *Driving car for managing director* should be treated as additional task information.

However, words in the title response should only be disregarded if you know they are something other than the occupation title. Many occupation titles may sound unusual but are correct, for example *Mudlogger*.

5.2 Basic Word Not In Coding Index

Basic Word Not In
Index

When the title given by the respondent has a basic word which does not appear in the *Coding Index*, you would normally refer the record for query resolution.

The only exception to this rule arises when the basic word is one of the following indicating supervisory status: *Foreman*, *Forewoman*, *Foreperson*. In such a case, you would follow the procedures described in 5.4 below.

5.3 The Word Assistant

The Word Assistant

The word *Assistant* may be used either as a basic word (*Baker's Assistant*) or as a qualifying word (*Assistant Baker*).

As a qualifying word it is usually extraneous. Hence the look-up title *Baker, Assistant* can be matched with the entry title *Baker*.

When *Assistant* is given as a basic word, it must be included in the look-up title. You will, for example, find a matching entry for the look-up title *Assistant, Baker's* with a different code from that which applies to *Baker*.

Supervisory Titles

5.4 Supervisory Titles

Sometimes respondents give one of the following basic words indicating supervisory status:

Foreman
Forewoman
Foreperson

If, in addition to the supervisory word, another basic word is provided in the title or task response, the supervisory word may be ignored. Hence you would create the look-up title *Carpenter* from the title response *Foreman Carpenter*.

When the title and task responses do not contain another basic word, it is necessary to create a new look-up title using *Supervisor* as the replacement basic word. Hence you would create the look-up title *Supervisor, Plumbing* from the title response: *Plumbing Foreman*.

Supervisor as the Basic Word

5.4.1 Supervisor as the Basic Word

You will find a large number of entries indexed under *Supervisor*. However, if you cannot find a matching entry, you should try to identify the occupation title of the workers who are being supervised. Often this information is given in the task response, as in the following record:

Title response: Forewoman
Task response: in charge of stable hands

Where the title of the workers being supervised is identifiable, it should be used as the look-up title. Hence *Hand, Stable* is the appropriate look-up title from the above record.

Where the title of the workers being supervised is not identifiable, refer the record for query resolution.

Wife of ...

5.5 Wife of ...

Some respondents use the phrase ...'s wife, wife of ..., or husband of ...; for example: *Farmer's Wife, Plumber's Wife, Wife of Company Director* as part of their occupation title.

In the case of *Farmer's Wife* and *Wife of Farmer*, the look-up title to be used is *Farmer*.

In all other cases, if another occupation title has been provided (either in the title or task response), that title should be used as the look-up title. Otherwise, provided the respondent appears to be in the employed labour force, you should treat the title as missing and attempt to create a new look-up title from task information using the procedures described in 5.7 below.

5.6 No Title Given

No Title Given

If both title and task responses are blank you will need to refer the record for query resolution. The query resolver may be able to obtain additional information about the occupation which will allow a code to be assigned. (Otherwise the record must be treated as uncodable.)

Where there is no title but task information has been provided, the look-up title may be created from the task information, using the procedures described in 5.7 below. This could occur when:

1. The title response is blank and the task response contains task information.
2. The title response and the task response both contain task information. In this case task information in the title response should take precedence over task information in the task response.
3. The title response contains task information and the task response is blank.
4. The title response contains information which tells us about neither the title nor the tasks of the respondent's occupation and the task response contains task information.

5.7 Creating a Look-up Title From Task Information

**Creating a Look-up
Title From Task
Information**

You can use task words to create a look-up title using the following standard procedures:

- change the verb ending in *s*, *-ed* or *-ing* to a noun
typing becomes *typist*
- convert *work* to *worker*
parish work becomes *parish worker*
- add *person*
sales becomes *salesperson*
- *selling* in a task description can also be converted to *salesperson*

Be careful when making these changes as mistakes can occur. Check that the title produced is consistent with all the tasks given. For example:

doing the banking does not make the person a banker.

You may create more than one title, but only one title per distinct task.

Multiple Titles5.8 Multiple Titles

If there are two or more basic words in the title response (not including *Foreman*, *Forewoman* and *Foreperson*), or you have created two or more basic words from task information, you have a multiple title.

Standard procedures for dealing with multiple titles are outlined below.

First, check to see whether the multiple title contains any of the following basic words:

1. Labourer
2. Manager
3. Director (of a company)
4. Proprietor
5. Owner
6. Partner

When given as part of a multiple title with no qualifying words, or with qualifying words that are always extraneous, these basic words should be excluded from the look-up title.

For example, you would create the look-up title *Factory Hand* from the multiple title *Labourer-Factory Hand*. However, you could not create this look-up title from *Vineyard Labourer/Factory Hand* because *Labourer* has a qualifying word (which is not in the list of always extraneous words).

If the multiple title contains only basic words from the list above, you should choose the one which is highest in the list as your look-up title.

If, after excluding any listed words, your title still contains two (or more) basic words, you should check to see if you have a match with a title pair in the *Coding Index*. You may find a matching entry with the basic words in the same, or in the opposite, order from that given by the respondent.

When there is no matching title pair, look up each title separately in the index. If you can match each title with an index entry, follow the procedures for a multiple match (see 5.9 below).

If you cannot match each title, refer the record for query resolution.

5.9 Multiple Matches

Multiple Matches

5.9.1 Checking That You Have a True Multiple Match

Checking That You
Have a True
Multiple Match

Sometimes more than one qualifying word is given by the respondent. If, as a result, the title appears to match more than one index entry, you should check the response to ensure that each qualifying word relates directly to the basic word, for example:

Title response: Car Insurance Salesperson
Task response: Selling car insurance

You appear to have an exact match on two index entries:

Code	Entry title
6301-19	Salesperson, <u>Car</u>
6103-11	Salesperson, <u>Insurance</u>

In cases like this you may ignore any qualifying words which clearly do not relate to the basic word. In this example the word *Insurance* relates directly to the basic word *Salesperson* while the word *Car* further qualifies the word *Insurance*. The person sells insurance, not cars. Hence the correct code is 6103-11.

5.9.2 Selecting More Than One Matching Entry

Selecting More
Than One
Matching Entry

In some cases the record really matches two or more entries. This may be because:

- more than one qualifying word relates directly to the basic word, or
- more than one basic word is provided by the respondent, or
- more than one distinct task is mentioned in the task response.

When you have a true **multiple match**, you must choose between the codes available since the four recommended data items may be used to assign one code only. The methods for determining the most appropriate code are described in 5.9.3 to 5.9.6 below.

**Coding to the
Highest Skill Level**

5.9.3 Coding to the Highest Skill Level

Usually a multiple match means a person is performing tasks associated with two or more occupations. In this situation we want to assign the code associated with the most skilled tasks.

ASCO codes are arranged so that those with lower first digits reflect greater skill than those with higher first digits; for example, code 2799-13 refers to a more highly skilled occupation than code 5605-13. Therefore you should examine the codes of the multiple match entries.

If the entries which match the record all have the same code, that code may be applied.

If the codes in question are different, you should apply the code with the lowest first digit.

If the codes are different but have the same first digit, it is not generally possible to choose between them using the skill criterion. In such cases the next step depends on whether there is any nesting amongst the codes in question (see 5.9.4 below).

Nested Codes

5.9.4 Nested Codes

Nesting occurs in multiple matches when one of the matching entries has a unit, minor or major group code (ending in two, four or five zeros, respectively) and another matching entry has a more detailed (lower level) code relating to the same unit, minor or major group. In such a case the more detailed code is said to be nested inside the higher level code; for example:

- 8101-11 (Occupation Code) is nested inside 8101-00 (Unit Group Code)
- 8101-00 (Unit Group Code) is nested inside 8000-00 (Major Group Code)
- 3201-00 (Unit Group Code) is nested inside 3200-00 (Minor Group Code)
- 3200-00 (Minor Group Code) is nested inside 3000-00 (Major Group Code)

When you have two possible codes, one of which is nested inside the other, you should choose the more detailed code.

5.9.5 Non-Nested Codes With the Same First Digit

**Non-Nested Codes
With Same First
Digit**

Sometimes you will have to choose between two codes which are not nested but have the same first digit. If the codes both commence with 5, you should use the order of precedence (see 5.9.6 below) to help you select the most appropriate code.

In all other cases, you should assign a unit, minor or major group code (known as a **dump code**) as explained below. Dump codes should be assigned when the codes associated with the matching entries relate to:

- 2 occupations in the same unit group eg. 7201-11 and 7201-13 (ie. codes with the first four digits in common) **or**
- 2 occupations in the same minor group but different unit groups eg. 7201-11 and 7207-11 (ie. codes with the first two digits in common) **or**
- 2 occupations in the same major group but different minor groups eg. 8301-11 and 8917-11 (ie. codes with only the first digit in common) **or**
- 1 occupation and 1 unit group in the same minor group but different unit groups eg. 7201-11 and 7207-00 (ie. codes with the first two digits in common) **or**
- 1 occupation and 1 minor group in the same major group but different minor groups eg. 8301-11 and 8900-00 (ie. codes with only the first digit in common).

In such cases, the dump code is created as follows:

- where codes have the first four digits in common, select those digits and add two zeros to create the **unit group code**, **or**
- where codes have the first two digits in common, select those digits and add four zeros to create the **minor group code**, **or**
- where codes have only the first digit in common, select that digit and add five zeros to create the **major group code**.

5.9.6 Order of Precedence for Clerical Occupations

**Order of Precedence
for Clerical
Occupations**

If you have two (or more) non-nested codes commencing with 5, you should select whichever of the codes comes first in the following order of precedence.

1. codes commencing 5601
2. codes commencing 5101
3. codes commencing 5301
4. codes commencing 5303

5. codes commencing 59
6. codes commencing 55
7. codes commencing 5305
8. codes commencing 5105
9. codes commencing 5103
10. codes commencing 52
11. codes commencing 54
12. codes commencing 5603
13. codes commencing 5605

Basic Word Substitutes

5.10 Basic Word Substitutes

Normally, you would not change the basic word in the look-up title if you failed to find a matching entry: you would simply refer the record for query resolution. However, there are two situations in which replacement of the basic word in the original look-up title is permitted:

- when the basic word has a **listed equivalent**
- when the basic word is **gender-specific**

You are also permitted to replace the basic word when you are directed to do so by a matching index entry (see Chapter 6).

Basic Words With Listed Equivalents

5.10.1 Basic Words With Listed Equivalents

If the look-up title contains a basic word from the list below and there is no matching index entry, you may create a new look-up title by replacing the basic word with a listed equivalent.

For example, at June 1991 the *Coding Index* did not contain the entry title *Repairer, Refrigeration* because that title had not been used by survey respondents. However, if such a title were given by a respondent, you could select the following as a matching entry using a Basic Word Equivalent:

4307-13 Serviceperson, Refrigeration/ except above

Note: when you substitute another basic word, you must still have an exact match on the qualifying word.

BASIC WORD

Assistant
Attendant
Director
Driver
Hand
Help(er)
Labourer
Machinist
Repairer
Serviceperson
Worker

BASIC WORD EQUIVALENTS

Attendant, Hand, Help, Labourer, Worker
Assistant, Hand, Help, Labourer, Worker
Manager
Operator
Assistant, Attendant, Help, Labourer, Worker
Assistant, Attendant, Hand, Labourer, Worker
Assistant, Attendant, Hand, Help, Worker
Operator
Serviceperson
Repairer
Assistant, Attendant, Hand, Help, Labourer

When you have several Basic Word Equivalents to choose from, it will save time if you first select the one which sounds most plausible when coupled with the qualifying word.

5.10.2 Gender-Specific Basic Words

Gender-Specific Basic Words

Some basic words indicate gender. In many cases both masculine and feminine forms appear in the *Coding Index*. In other cases, the most commonly used form appears in the index whilst, in a third group, the gender-neutral form appears.

When matching entry titles with look-up titles:

- words ending in *-man*, *-woman* and *-person* are interchangeable
- words with the feminine ending *-ess* are equivalent to their masculine counterparts
- the words *boy* and *girl* are interchangeable, but they must not be replaced with *man*, *woman* or *person*

Note: do not make any other substitutions. For example *woman* must not be substituted for *lady*.

Here is a list of gender-specific words which are covered by the gender-neutral form in the *Coding Index*:

GENDER-SPECIFIC WORD

GENDER-NEUTRAL WORD IN INDEX

Draftsman, Draftswoman
Repairman, Repairwoman
Salesman, Saleswoman
Serviceman, Servicewoman, Servicer
Tradesman, Tradeswoman
Linesman, Lineswoman

Draftsperson
Repairer
Salesperson
Serviceperson
Tradesperson
Linesperson

Apart from the above examples, you will not need to modify responses to generate gender-neutral words as you will find most commonly used gender-specific words in the *Coding Index*. For example, you will find *Boy*, *Paper* not *Person*, *Paper* as an entry title.

DIRECTIVES**6. DIRECTIVE ENTRIES**

There are two types of **directive** in the *Coding Index*:

- *Code to ...*[another basic word or entry title]
- *Disregard [the] Title*.

Code To ...**6.1 Code To ...[another basic word or entry title]**

To reduce the size of the index, certain entries direct you to look for a matching entry under another basic word or entry title. These end with the phrase *Code to...* followed by the basic word or entry title to be used in the new look-up title.

The new look-up title should include any potentially useful qualifying words that have been given by the respondent. An example follows.

Given the look-up title *Assistant, Forestry Technical*, you would first match it with the entry:

????-?? Assistant, Technical/ except above: Code to Technician

By following the directive, you would then create a new look-up title *Technician, Forestry* for which you would find an exact match in the index entry with the code 3103-27.

Disregard [the] Title**6.2 Disregard [the] Title**

Some title responses give little or no information about the person's occupation. They may tell us who the person's employer is (eg. *Public Servant*) or what level of promotion the person has achieved (eg. *Army Lieutenant*).

When you create a look-up title from one of these, the matching entry will direct you to *Disregard [the] Title*.

This means that you should ignore the title, and if a second title has been given in the title or task response, you should use it to create a new look-up title.

In the following example, the look-up title which replaces *Servant, Public* is *Clerk, Personnel*:

Title response:	Public Servant
Task response:	Personnel Clerk

If there is no second title, try to create a new look-up title from task information using the standard procedures described in Chapter 5.7.

If you cannot create a new look-up title, refer the record for query resolution.

Note: information in the disregarded title may be useful as additional information when matching a supplementary description.

**QUERY
RESOLUTION**

7. QUERY RESOLUTION

**How to Refer
Records for Query
Resolution**

7.1 How to Refer Records for Query Resolution

A record which cannot be coded using the standard procedures described in this *Reference Guide* becomes a **query**.

It is recommended that queries be resolved, as a separate process, by someone trained in **query resolution**, using the procedures described in the *Query Resolution Guide* (Part Five of the *Coding System*).

Two ways of recording queries for later resolution are suggested:

1. Simply put the forms requiring query resolution to one side.
2. Copy the information needed (title, task, industry and employer responses) onto query cards together with other information which may be needed to identify the record.

**Records Requiring
Query Resolution**

7.2 Types of Records Requiring Query Resolution

Records may be referred to the query resolver for any of the following reasons:

1. • Neither title nor task information has been given.
2. • No title has been given
• Tasks have been given
• Look-up title cannot be created using standard procedures (see 5.7).
3. • Basic word is not in the index.
4. • Look-up title contains one or more qualifying words
• Basic word is in the index with different qualifying words so there is no matching entry title
• No (more) Basic Word Equivalents.
5. • Look-up title contains no qualifying words
• Basic word is in the index but only with qualifying words
• None of the qualifying words can be close-matched with additional information in the record
• No (more) Basic Word Equivalents.
6. • Exact match on entry title
• Each entry in block has a supplementary description
• No additional information in the record
• No *NAI* entry
• No *except above* entry.

7.
 - Exact match on entry title
 - Each entry in the block has a supplementary description
 - Additional information in record of type specified in *NAI* entry
 - Additional information does not closely match any supplementary description in the block of entries
 - No *except above* entry.
8.
 - Exact match on entry title
 - Close match on supplementary description (if any)
 - Matching entry has no code and a directive
 - Second matching entry cannot be found (for one of the reasons previously listed).

**ASCO CODING SYSTEM
OCCUPATION LEVEL**

PART 4

CODING INDEX

Code	Title/Task or Industry Response
2501-11	Academic/ lecturing
2501-13	Academic/ tutoring
2501-00	Academic/ NAI (about level of teaching)
3999-15	Accessioner/ <u>library</u>
2815-17	Accompanist
5301-17	Accountant, Bank
1301-11	Accountant, Chief
5301-17	Accountant/ <u>branch of bank</u>
2701-11	Accountant/ except above
2817-13	Acrobat
2817-11	Actor
2909-15	Actuary
2399-99	Acupuncturist
3905-29	Adjuster, <u>insurance</u>
3905-29	Adjuster, Loss
2707-21	Administrator, Data
2707-21	Administrator, Data Base
1201-11	Administrator, Hospital
1309-11	Administrator, Human Resources
2799-11	Administrator, Medical Records
1315-11	Administrator, Nurse
1201-11	Admiral/ <u>navy</u>
2701-11	Adviser, Accounting
2107-27	Adviser, Agricultural
2799-99	Adviser, Business
2603-17	Adviser, Careers
2905-13	Adviser, Child Care
2905-13	Adviser, Children's Services
2905-11	Adviser, Curriculum
2901-11	Adviser, Economic
2905-13	Adviser, Education
2701-11	Adviser, Financial
6301-13	Adviser, Footware
6103-11	Adviser, Insurance
6101-99	Adviser, Investment
2605-13	Adviser, Legal
2799-99	Adviser, Management
2799-99	Adviser, Ministerial/ <u>government</u> : NAI (about area of advice)
1315-11	Adviser, Nursing/ <u>planning</u>
2107-27	Adviser, Pastoral/ <u>agriculture</u>
2799-99	Adviser, Policy/ <u>government</u> : NAI (about policy area)
2905-13	Adviser, Pre School

Code	Title/Task or Industry Response
2999-17	Adviser, Recreation
5999-15	Adviser, Sales/ taking classified advertisements
????-??	Adviser, Sales/ except above: Code to Salesperson
6599-19	Adviser, Service
2701-11	Adviser, Taxation
2905-13	Adviser, Teacher
6507-11	Adviser, Travel
2799-99	Adviser/ <u>government policy</u> : NAI (about policy area)
2999-23	Adviser/ <u>strategic analysis</u>
6699-15	Aesthetician
????-??	Agent, Advertising: Code to Manager, Advertising Agency
6103-11	Agent, Assurance
????-??	Agent, Bloodstock: Code to Agent, Stock
6405-11	Agent, Booking/ <u>airline</u>
2799-99	Agent, Booking/ <u>model agency</u>
6405-11	Agent, Booking/ <u>ticketing</u>
????-??	Agent, Car Rental: Code to Manager, Car Rental
5901-11	Agent, Commercial/ debt collection
????-??	Agent, Commission: Code to Salesperson
????-??	Agent, Company: Code to Salesperson
5503-13	Agent, Customs
3999-99	Agent, Enquiry
6201-37	Agent, Fashion
6201-99	Agent, Fuel
5601-11	Agent, Guest Service/ <u>hotel or motel</u>
3999-99	Agent, Inquiry
6103-11	Agent, Insurance
6105-11	Agent, Land
6105-13	Agent, Leasing
2799-99	Agent, Literary
????-??	Agent, Livestock: Code to Agent, Stock
6599-99	Agent, Lotteries
????-??	Agent, Manufacturer's: Code to Representative, Sales
????-??	Agent, Mercantile: Code to Representative, Sales
6405-11	Agent, Passenger/ <u>airline</u>
8911-13	Agent, Patrol
5909-11	Agent, Post Office
5909-11	Agent, Postal
6105-11	Agent, Real Estate
6405-11	Agent, Sales/ <u>airline</u>
6405-11	Agent, Sales/ <u>ticketing</u>
????-??	Agent, Sales/ except above: Code to Representative, Sales
5907-13	Agent, Settlement
5503-13	Agent, Shipping
6105-11	Agent, Stock/ buying and selling stock
1599-99	Agent, Stock/ NAI (about specific tasks)
1599-99	Agent, TAB/ supervising staff, administration

Code	Title/Task or <u>Industry Response</u>
6405-11	Agent, TAB/ taking bets
1599-99	Agent, TAB/ NAI (about specific tasks)
6599-99	Agent, Tattsloito
2701-11	Agent, Tax
2799-99	Agent, Theatrical
6507-11	Agent, Travel
????-??	Agent, Wholesale/ selling: Code to Representative, Sales
1601-17	Agent, Wholesale/ staff supervision, administration
1601-17	Agent, Wholesale/ NAI (about specific tasks)
2799-99	Agent/ <u>arranging work contracts, finding people work</u>
????-??	Agent/ <u>retail selling</u> : Code to Assistant, Sales/ selling or serving
????-??	Agent/ <u>wholesale selling</u> : Code to Representative, Sales
2107-19	Agronomist
2107-19	Agrostologist
8999-99	Aide, Blood Bank
6601-13	Aide, Child Care
8921-13	Aide, Dietary
6607-13	Aide, Family
6607-11	Aide, Home/ caring for aged or infirm
6601-15	Aide, Home/ child care
8301-99	Aide, Home/ cleaning and other domestic duties
6601-99	Aide, Integration/ <u>school</u>
6601-11	Aide, Kindergarten
5401-11	Aide, Library
6601-19	Aide, Mental Retardation
6603-11	Aide, Nurse's
6603-11	Aide, Nursing
5601-11	Aide, Occupational Therapist's/ clerical tasks
6699-99	Aide, Occupational Therapist's/ helping with patients
5601-11	Aide, Physiotherapist's/ clerical tasks
6699-99	Aide, Physiotherapist's/ helping with patients
3501-11	Aide, Police
6601-11	Aide, Pre School
6601-11	Aide, Pre-Primary
8999-99	Aide, Red Cross
6601-19	Aide, Rehabilitation
6601-19	Aide, Social Therapy
8921-15	Aide, Sterilising
5903-11	Aide, Teacher's
8921-11	Aide, Ward
????-??	Aircraftsman/ <u>air force</u> : Disregard Title
????-??	Aircraftswoman/ <u>air force</u> : Disregard Title
3303-25	Aircrewman/ <u>defence forces</u>
????-??	Airman/ <u>air force</u> : Disregard Title

Code	Title/Task or <u>Industry</u> Response
????-??	Airwoman/ <u>air force</u> : Disregard Title
8923-11	Aligner, Wheel
2303-99	Allergist
5503-11	Allocator/ <u>ready-mixed concrete</u>
1101-99	Ambassador
2303-11	Anaesthetist
2707-00	Analyst + Programmer
2707-17	Analyst, ADP
3303-99	Analyst, Airborne Electronics/ <u>defence forces</u>
2707-17	Analyst, Audit/ EDP
2701-11	Analyst, Audit/ except above
2799-99	Analyst, Business
3103-13	Analyst, Chemical
2707-17	Analyst, Communications/ computing or ADP
2211-13	Analyst, Communications/ engineering design
2707-17	Analyst, Computer
2701-11	Analyst, Credit/ corporate finance
3999-29	Analyst, Credit/ except above
2707-17	Analyst, Data Base
2999-23	Analyst, Defence
2901-11	Analyst, Economic
3999-29	Analyst, Financial/ assessing credit worthiness for credit cards
3999-29	Analyst, Financial/ assessing credit worthiness for personal loans
2701-11	Analyst, Financial/ except above
3999-27	Analyst, Forms
2999-23	Analyst, Imagery/ <u>defence</u>
2799-15	Analyst, Industry
2999-23	Analyst, Intelligence
6101-99	Analyst, Investment
3103-13	Analyst, Laboratory
2907-99	Analyst, Market Research
2907-99	Analyst, Marketing
2909-11	Analyst, Operations Research
2799-15	Analyst, Organisational
2799-99	Analyst, Policy
2705-00	Analyst, Resource/ manpower or personnel
3103-13	Analyst, Seed
2909-13	Analyst, Statistical
2999-23	Analyst, Strategic/ <u>defence</u>
3103-13	Analyst, Sugar
2707-17	Analyst, Systems
2901-11	Analyst, Trade
3103-13	Analyst, Water
3103-13	Analyst/ product or sample analysis, assaying or testing
2107-11	Anatomist

Code	Title/Task or Industry Response
????-??	Ancillary/ <u>school</u> : Code to Assistant, School
2805-13	Animator
7315-13	Annealer
2819-11	Announcer
4209-91	Anodiser/ apprentice
4209-01	Anodiser/ supe. vising staff
4209-13	Anodiser/ except above
2907-99	Anthropologist
1401-35	Apiarist
6699-15	Applicator, Fingernail
6199-13	Appraiser/ <u>motor vehicle</u>
4000-00	Apprentice/ NAI (about specific tasks)
????-??	Apprentice/ except above: Disregard Title
4805-91	Arboriculturist/ apprentice
4805-01	Arboriculturist/ supervising staff
4805-15	Arboriculturist/ except above
2907-99	Archaeologist
1399-99	Archbishop
2607-11	Archdeacon
2201-11	Architect
2211-13	Architect, Computer
2201-13	Architect, Landscape
2219-15	Architect, Naval
2999-13	Archivist
4213-91	Armourer/ apprentice
4213-01	Armourer/ supervising staff
4213-19	Armourer/ except above
2815-99	Arranger, Music
3999-25	Artist, Airbrush
3999-17	Artist, Background
2817-13	Artist, Circus
2805-13	Artist, Commercial
2805-13	Artist, Computer Graphics
4925-99	Artist, Copper
2805-13	Artist, Display
3999-17	Artist, Finishing
4999-25	Artist, Floral
4925-91	Artist, Glass/ apprentice
4925-01	Artist, Glass/ supervising staff

Code	Title/Task or Industry Response
4925-99	Artist, Glass/ except above
2805-13	Artist, Graphic
3999-17	Artist, Layout
3999-17	Artist, Lettering
3903-99	Artist, Make Up
6699-15	Artist, Nail/ manicuring
3999-17	Artist, Paste Up
3999-17	Artist, Show Card
2813-13	Artist, Striptease
2817-13	Artist, Variety
2801-11	Artist/ painting
2800-00	Artist/ NAI (about specific tasks)
????-??	ASO/ <u>class 1-6 APS</u> ; advice, research or development: Code to Researcher
????-??	ASO/ <u>class 1-6 APS</u> ; clerical tasks: Code to Clerk
????-??	ASO/ <u>class 1-6 APS</u> ; driving: Code to Driver
????-??	ASO/ <u>class 1-6 APS</u> ; inspecting, licensing or regulating: Code to Inspector
????-??	ASO/ <u>class 1-6 APS</u> ; manual tasks: Code to Labourer
????-??	ASO/ <u>class 1-6 APS</u> ; operating machinery: Code to Operator
5000-00	ASO/ <u>class 1-6 APS</u> : NAI (about tasks)
????-??	ASO/ <u>class 1-6 APS</u> : except above: Disregard Title
1311-11	ASO/ <u>class 7-8 APS</u> ; <u>data processing or computing section, branch or division</u>
1301-11	ASO/ <u>class 7-8 APS</u> ; <u>finance section, branch or division</u>
1309-11	ASO/ <u>class 7-8 APS</u> ; <u>personnel section, branch or division</u>
1313-11	ASO/ <u>class 7-8 APS</u> ; <u>policy development section, branch or division</u>
1399-13	ASO/ <u>class 7-8 APS</u> ; <u>research section, branch or division</u>
1313-11	ASO/ <u>class 7-8 APS</u> ; <u>NAI (about function of section, branch or division)</u>
????-??	ASO/ <u>class 7-8 APS</u> : except above: Disregard Title
2101-11	Assayer
3103-13	Assayer, Fire
8907-11	Assembler, Order
8103-13	Assembler/ electrical or electronic goods
8103-15	Assembler/ jewellery
8103-11	Assembler/ vehicles or metal goods except jewellery
8103-17	Assembler/ wooden goods
8103-00	Assembler/ NAI (about material assembled)
5303-11	Assessor, Claims/ <u>health insurance</u>
3905-29	Assessor, Claims/ <u>insurance except health</u>
3103-27	Assessor, Forest
5303-11	Assessor, <u>insurance/ health</u>
3905-29	Assessor, <u>insurance/</u> except above
3905-29	Assessor, Loss
2903-15	Assessor, Personnel Selection/ <u>air force</u>
5999-99	Assessor, <u>Social Security</u>
5999-99	Assessor, <u>Taxation</u>
5999-99	Assessor, <u>Welfare Benefits</u>
5999-99	Assigner, Cable/ <u>telecommunications</u>

Code	Title/Task or Industry Response
5301-00	Assistant, Accountant's
????-??	Assistant, Administrative/ clerical except typing or secretarial: Code to Clerk
5101-11	Assistant, Administrative/ personal assistant
5101-13	Assistant, Administrative/ shorthand
5103-13	Assistant, Administrative/ typing
????-??	Assistant, Administrative/ except above: Disregard Title
8201-99	Assistant, Apiary
8101-99	Assistant, Baker's
8101-99	Assistant, Bakery
6301-15	Assistant, Bakery Shop
6503-11	Assistant, Bar/ <u>licensed premises</u>
7499-21	Assistant, Bindery
8101-11	Assistant, Boilermaker's
????-??	Assistant, Branch/ <u>bank, building society or credit union</u> : Code to Clerk, Bank
8101-99	Assistant, Butcher's/ cutting meat
6301-15	Assistant, Butcher's/ selling or serving
8101-99	Assistant, Butcher's/ NAI (about specific tasks)
8101-99	Assistant, Cabinetmaker's
8101-13	Assistant, Cable Joiner's
6403-11	Assistant, Cafe/ checkout operating
6301-15	Assistant, Cafe/ counter service
8919-11	Assistant, Cafe/ kitchen work
8919-11	Assistant, Cafe/ NAI (about specific tasks)
6403-11	Assistant, Cafeteria/ checkout operating
6301-15	Assistant, Cafeteria/ counter service
8919-11	Assistant, Cafeteria/ kitchen work
8919-11	Assistant, Cafeteria/ NAI (about specific tasks)
3999-23	Assistant, Camera
6403-11	Assistant, Canteen/ checkout operating
6301-15	Assistant, Canteen/ counter service
8919-11	Assistant, Canteen/ kitchen work
8919-11	Assistant, Canteen/ NAI (about specific tasks)
8101-13	Assistant, Carpenter's
8101-99	Assistant, Carpet Layer's
8919-11	Assistant, Catering
6301-23	Assistant, Chemist's
6601-13	Assistant, Child Care
6601-19	Assistant, Child Welfare
5601-11	Assistant, Chiropractor's/ clerical tasks
????-??	Assistant, Clerical/ clerical tasks: Code to Clerk
????-??	Assistant, Clerical/ manual tasks: Code to Labourer
5000-00	Assistant, Clerical/ NAI (about specific tasks)
6699-99	Assistant, Cloakroom
8101-99	Assistant, Confectioner's
8919-11	Assistant, Cook's
????-??	Assistant, Counter: Code to Assistant, Sales/ selling or serving
6601-15	Assistant, Creche
8999-21	Assistant, Crematorium
3999-13	Assistant, Curatorial

Code	Title/Task or Industry Response
6301-15	Assistant, Delicatessen
6605-11	Assistant, Dental
8921-13	Assistant, Dietitian's
6301-23	Assistant, Dispensary
3207-11	Assistant, Drafting/ architectural
3207-11	Assistant, Drafting/ building
3207-15	Assistant, Drafting/ cartographic
3203-13	Assistant, Drafting/ civil
3201-13	Assistant, Drafting/ electrical
3201-17	Assistant, Drafting/ electronic
3205-13	Assistant, Drafting/ mechanical
3200-00	Assistant, Drafting/ NAI (about type of drafting)
8415-13	Assistant, Driller's
7107-91	Assistant, Driver's/ train or locomotive
2807-99	Assistant, Editorial
2999-99	Assistant, Electoral
2999-99	Assistant, Electorate
8101-15	Assistant, Electrician's
3203-13	Assistant, Engineering/ civil
3201-17	Assistant, Engineering/ communications
3201-13	Assistant, Engineering/ electrical
3201-17	Assistant, Engineering/ electronic
3203-13	Assistant, Engineering/ <u>local government</u>
3205-13	Assistant, Engineering/ mechanical
3205-13	Assistant, Engineering/ repairing or maintaining machinery
2807-13	Assistant, Engineering/ technical writing
2999-99	Assistant, Executive
8101-11	Assistant, Filter's
8101-99	Assistant, Florist's/ arranging flowers
6301-99	Assistant, Florist's/ selling or serving
8101-99	Assistant, Florist's/ NAI (about specific tasks)
8921-13	Assistant, Food Services
8101-11	Assistant, Forger's/ <u>metal</u>
8999-21	Assistant, Funeral Director's
8909-17	Assistant, Furniture Removalist's
8919-11	Assistant, Galley
8205-13	Assistant, Gardener's
????-??	Assistant, General: Disregard Title
8101-13	Assistant, Glazier's
8205-13	Assistant, Greenkeeper's
8101-99	Assistant, Hairdresser's
8921-13	Assistant, Hospital/ kitchen
8921-11	Assistant, Hospital/ ward
3103-17	Assistant, Hydrographic
8999-11	Assistant, Kennel
6601-11	Assistant, Kindergarten
8919-11	Assistant, Kitchen
3103-31	Assistant, Laboratory/ <u>agriculture</u>
3103-13	Assistant, Laboratory/ <u>chemistry</u>

Code	Title/Task or Industry Response
3103-17	Assistant, Laboratory/ <u>earth science</u>
3103-27	Assistant, Laboratory/ <u>life science except agriculture</u>
3101-13	Assistant, Laboratory/ <u>medical</u>
4999-13	Assistant, Laboratory/ <u>optical lens</u>
7435-11	Assistant, Laboratory/ <u>photographic processing</u>
3103-21	Assistant, Laboratory/ <u>physics</u>
3103-00	Assistant, Laboratory/ <u>science</u> ; NAI (about field of science)
3100-00	Assistant, Laboratory/ <u>NAI (about type of laboratory)</u>
8917-11	Assistant, Laundry
5101-13	Assistant, Legal/ shorthand
5401-11	Assistant, Library
8101-15	Assistant, Line/ power
8101-15	Assistant, Linesperson's
7107-91	Assistant, Locomotive
8919-11	Assistant, Lunch Bar/ kitchen work, not selling
6301-15	Assistant, Lunch Bar/ selling or serving
6301-15	Assistant, Lunch Bar/ NAI (about specific tasks)
5603-11	Assistant, Manual/ <u>Telecom</u>
6301-15	Assistant, Milk Bar
8999-99	Assistant, Milk Vendor's
8999-99	Assistant, Milkman's
????-??	Assistant, Mint/ driving or operating machinery or plant: Code to Operator
8999-99	Assistant, Mooring
3999-99	Assistant, Mortuary
8101-11	Assistant, Moulder's/ <u>metal</u>
8921-15	Assistant, Nurse's
6601-15	Assistant, Nursery/ <u>childminding</u>
8205-11	Assistant, Nursery/ <u>horticulture</u>
8921-15	Assistant, Nursing
5601-11	Assistant, Occupational Therapist's/ clerical tasks
6699-99	Assistant, Occupational Therapist's/ helping with patients
????-??	Assistant, Office: Code to Clerk
5601-11	Assistant, Optometric/ receptionist
8101-13	Assistant, Painter and Decorator's
8101-13	Assistant, Painter's
8909-11	Assistant, Parcel/ <u>railways</u>
8101-99	Assistant, Pastrycook's
3999-99	Assistant, Pathology
5601-11	Assistant, Personal/ receptionist
5101-11	Assistant, Personal/ typing or shorthand
6301-23	Assistant, Pharmacist's
6301-23	Assistant, <u>Pharmacy</u>
7435-11	Assistant, Photographic/ printing film, not selling or serving
6301-99	Assistant, Photographic/ selling or serving
5601-11	Assistant, Physiotherapist's/ clerical tasks
6699-99	Assistant, Physiotherapist's/ helping with patients
8101-13	Assistant, Plasterer's
3999-99	Assistant, Post Mortem
5909-11	Assistant, Postal

Code	Title/Task or Industry Response
8101-99	Assistant, Powder Monkey's
6601-11	Assistant, Pre-school
8101-99	Assistant, Printer's
3903-99	Assistant, Production/ <u>film and television</u>
8101-99	Assistant, Projectionist's
8101-99	Assistant, Pyrotechnician's
3905-15	Assistant, Quarantine
2999-99	Assistant, Research/ assisting member of parliament
????-??	Assistant, Research/ except above: Code to Researcher
6601-19	Assistant, Residential Care
8405-13	Assistant, Rigger's
7399-13	Assistant, Rolling Mill
6403-11	Assistant, Sales/ check out, not selling or serving
8301-13	Assistant, Sales/ cleaning, not selling or serving
8919-11	Assistant, Sales/ cooking, not selling or serving
8919-11	Assistant, Sales/ kitchen work, not selling
8907-11	Assistant, Sales/ loading or unloading, not selling or serving
????-??	Assistant, Sales/ packing, not selling or serving: Code to Packer, Hand
6301-19	Assistant, Sales/ selling or serving; <u>caravans or motor vehicles</u>
6301-13	Assistant, Sales/ selling or serving; <u>fabric, clothing or footwear</u>
6301-15	Assistant, Sales/ selling or serving; <u>food or drink</u>
6301-17	Assistant, Sales/ selling or serving; <u>furniture, floor coverings or other household goods</u>
6301-11	Assistant, Sales/ selling or serving; <u>hardware or gardening supplies</u>
6301-23	Assistant, Sales/ selling or serving; <u>pharmaceuticals or toiletries</u>
6301-21	Assistant, Sales/ selling or serving; <u>stationery, newspapers or books</u>
6301-25	Assistant, Sales/ selling or serving; <u>vehicle parts or accessories</u>
6301-00	Assistant, Sales/ selling or serving; <u>NAI (about type of goods)</u>
6301-99	Assistant, Sales/ selling or serving; except above
6599-21	Assistant, Sales/ <u>service station</u>
8907-11	Assistant, Sales/ shelf or fridge filling, not selling or serving
8105-13	Assistant, Sales/ weighing, not selling or serving; fruit or vegetables
8105-11	Assistant, Sales/ weighing, not selling or serving; meat
8105-00	Assistant, Sales/ weighing, not selling or serving; NAI (about goods weighed)
8105-99	Assistant, Sales/ weighing, not selling or serving; except above
6301-00	Assistant, Sales/ except above
5301-11	Assistant, School/ bookkeeping
5499-11	Assistant, School/ filing, duplicating or photocopying
8919-11	Assistant, School/ home economics
3999-99	Assistant, School/ laboratory
5401-11	Assistant, School/ library
5103-13	Assistant, School/ typing
5903-11	Assistant, School/ except above
????-??	Assistant, Shop: Code to Assistant, Sales
8101-99	Assistant, Shot-firer's
8101-13	Assistant, Signwriter's
8919-11	Assistant, Snack Bar/ kitchen duties, not selling or serving
6301-15	Assistant, Snack Bar/ selling or serving
6301-15	Assistant, Snack Bar/ NAI (about specific tasks)
????-??	Assistant, Spare parts: Code to Assistant, Sales

Code	Title/Task or Industry Response
6601-99	Assistant, Special Teaching
3903-99	Assistant, Staging
8903-11	Assistant, Station/ carrying luggage
8909-11	Assistant, Station/ handling parcels
6405-11	Assistant, Station/ selling tickets
7399-19	Assistant, Station/ shunting
8901-15	Assistant, Station/ taking tickets or gatekeeping
8999-25	Assistant, Station/ except above
8921-15	Assistant, Sterilising
8101-13	Assistant, Stonemason's
????-??	Assistant, Store/ retail store: Code to Assistant, Sales
8907-11	Assistant, Storeman's
8907-11	Assistant, Stores
8201-11	Assistant, Stud
????-??	Assistant, Supermarket: Code to Assistant, Sales
????-??	Assistant, Survey/ clerical tasks: Code to Clerk
5999-99	Assistant, Survey/ interviewing
8411-11	Assistant, Survey/ except above
8411-11	Assistant, Surveying
8411-11	Assistant, Surveyor's
6601-99	Assistant, Teacher's/ special
5903-11	Assistant, Teacher's/ except above
3103-00	Assistant, Technical/ <u>CSIRO</u> ; NAI (about type of research)
2999-99	Assistant, Technical/ patent attorney
5903-11	Assistant, Technical/ <u>technical college</u>
????-??	Assistant, Technical/ except above: Code to Technician
8101-15	Assistant, Telecom
6405-11	Assistant, Theatre/ selling tickets
8101-13	Assistant, Tiler's
8101-00	Assistant, Trades/ <u>NAI (about type of trade)</u>
8101-00	Assistant, Tradesperson's/ <u>NAI (about type of trade)</u>
8999-99	Assistant, Trolley
8909-17	Assistant, Truck Driver's
8101-11	Assistant, Turner's
8999-21	Assistant, Undertaker's
8921-11	Assistant, Ward
4911-91	Assistant, Wardrobe/ apprentice
4911-13	Assistant, Wardrobe/ except above
8907-11	Assistant, Warehouse
7399-19	Assistant, Yard/ <u>railway</u>
????-??	Assistant/ driving or operating machinery or plant: Code to Operator
3207-13	Associate, Architectural
3207-15	Associate, Cartographic
3203-11	Associate, Engineering/ civil
3201-11	Associate, Engineering/ electrical
3201-15	Associate, Engineering/ electronic
3205-11	Associate, Engineering/ mechanical
3200-00	Associate, Engineering/ NAI (about type of engineering)

Code	Title/Task or Industry Response
2605-99	Associate, Judge's
2605-99	Associate, Justice, to
6105-11	Associate, Real Estate
????-??	Associate, Research: Code to Researcher
3207-15	Associate, Surveying
8199-11	Assorter/ <u>tinplate</u>
6699-99	Astrologer
2105-11	Astronomer
2105-11	Astrophysicist
3915-15	Athlete
3909-11	Attendant, Ambulance
7399-99	Attendant, Amusement/ <u>operating fairground equipment</u>
8999-11	Attendant, Animal
6599-13	Attendant, Auction Room
6503-11	Attendant, Bar/ <u>licensed premises</u>
8999-99	Attendant, Barrier/ <u>racecourse</u>
8999-99	Attendant, Bin/ <u>bulk grain handling</u>
7303-11	Attendant, Boiler/ <u>all industries other than power generation</u>
7301-11	Attendant, Boiler/ <u>power generation</u>
7300-00	Attendant, Boiler/ <u>NAI (about industry)</u>
6301-15	Attendant, Bottle Shop
7433-11	Attendant, Bottling Hall/ <u>winery</u>
7433-11	Attendant, Bottling Machine
8999-99	Attendant, <u>Bowling Alley</u>
6599-21	Attendant, Bowser
6609-11	Attendant, Cabin/ <u>aircraft</u>
6609-13	Attendant, Cabin/ <u>ship</u>
6403-11	Attendant, Cafeteria/ checkout operating
6301-15	Attendant, Cafeteria/ counter service
8919-11	Attendant, Cafeteria/ kitchen work
8919-11	Attendant, Cafeteria/ NAI (about specific tasks)
6403-11	Attendant, Canteen/ checkout operating
6301-15	Attendant, Canteen/ counter service
8919-11	Attendant, Canteen/ kitchen work
8919-11	Attendant, Canteen/ NAI (about specific tasks)
6403-13	Attendant, Car Park/ cashier
8999-99	Attendant, Car Park/ directing or parking cars
6405-11	Attendant, Car Park/ selling tickets
8301-21	Attendant, Car Wash
7399-29	Attendant, Channel/ <u>irrigation</u>
6699-99	Attendant, Cloakroom
????-??	Attendant, Counter/ selling or serving: Code to Assistant, Sales/ selling or serving
5907-15	Attendant, Court/ legal
6601-15	Attendant, Creche
8999-99	Attendant, Crossing/ <u>railway or school</u>

Code	Title/Task or Industry Response
8999-99	Attendant, Crosswalk
7399-11	Attendant, Crusher/ <u>stone or ore</u>
7435-11	Attendant, Darkroom
6505-15	Attendant, Dining Room
8901-11	Attendant, Door
6301-15	Attendant, Drive-In Bottle Shop
6405-11	Attendant, Drive-In Theatre/ selling tickets
6599-21	Attendant, Driveway
7425-17	Attendant, Dye Vat
7399-31	Attendant, Electrolytic Cell
7303-13	Attendant, Engine Room/ ship
8999-99	Attendant, First Aid
6609-11	Attendant, Flight
6699-99	Attendant, Gallery
8301-21	Attendant, Garage/ car cleaning, not lubes or repairs
8101-99	Attendant, Garage/ lube or workshop
6599-21	Attendant, Garage/ selling or serving
6599-21	Attendant, Garage/ NAI (about specific tasks)
8901-11	Attendant, Gate
7315-17	Attendant, Incinerator Plant
7315-15	Attendant, Kiln
6301-15	Attendant, Kiosk
8999-17	Attendant, Lamproom
8917-11	Attendant, Launderette
8917-11	Attendant, Laundromat
7499-17	Attendant Laundry Machine
5401-11	Attendant, Library
7313-11	Attendant, Lift
8101-99	Attendant, Lube
8919-11	Attendant, Lunch Bar/ kitchen duties, not selling or serving
6301-15	Attendant, Lunch Bar/ selling or serving
6301-15	Attendant, Lunch Bar/ NAI (about specific tasks)
6301-15	Attendant, Milk Bar
6699-99	Attendant, Museum
8921-15	Attendant, Nurse
6601-15	Attendant, Nursery/ <u>childminding</u>
8205-11	Attendant, Nursery/ <u>horticulture</u>
8921-15	Attendant, Operating Theatre
7433-99	Attendant, Packing Machine
8999-99	Attendant, Parking Meter
6599-21	Attendant, Petrol Pump
8999-15	Attendant, Pinball Machine
????-??	Attendant, Plant: Code to Operator, Plant
8999-15	Attendant, Poker Machine
8911-99	Attendant, Pool
7399-11	Attendant, Precipitator/ <u>ore processing</u>
8301-21	Attendant, Roadhouse/ car cleaning, not lubes or repairs
4705-91	Attendant, Roadhouse/ cooking; apprentice
4705-13	Attendant, Roadhouse/ cooking; except above

Code	Title/Task or Industry Response
6301-00	Attendant, Roadhouse/ selling or serving; NAI (about type of goods)
????-??	Attendant, Roadhouse/ selling or serving; except above: Code to Assistant, Sales/ selling or serving
6301-00	Attendant, Roadhouse/ NAI (about specific tasks)
8999-99	Attendant, Rubbish Dump
8415-15	Attendant, Screen/ <u>mineral ore processing</u>
8911-13	Attendant, Security
8301-21	Attendant, Service Station/ car cleaning, not lubes or repairs
8101-99	Attendant, Service Station/ lube or workshop
6599-21	Attendant, Service Station/ selling or serving
6609-15	Attendant, Sleeping Car
8919-11	Attendant, Snack Bar/ kitchen duties, not selling or serving
6301-15	Attendant, Snack Bar/ selling or serving
6301-15	Attendant, Snack Bar/ NAI (about specific tasks)
8901-11	Attendant, Sporting/ gatekeeping
7433-99	Attendant, Strapping Machine
5601-11	Attendant, Surgery
8919-11	Attendant, Tea
7499-13	Attendant, Tobacco Processing Machine
4805-91	Attendant, Tree/ apprentice
4805-15	Attendant, Tree/ except above
8901-15	Attendant, Turnstile
8999-15	Attendant, Vending Machine
8999-11	Attendant, Veterinary
8999-99	Attendant, Washroom
7399-99	Attendant, Weighbridge
????-??	Attendant/ driving or operating machinery or plant: Code to Operator
2605-99	Attorney, Patent
6599-11	Auctioneer
2399-11	Audiologist
3101-99	Audiometrist
8109-13	Auditor, Car/ <u>automobile manufacturing</u>
5601-11	Auditor, Night/ <u>hotel or motel</u>
8109-13	Auditor, Quality
5505-11	Auditor, Stock
2707-25	Auditor/ ADP
2707-25	Auditor/ EDP
2701-11	Auditor/ except above
2809-11	Author
5601-11	Auxiliary, Police
8203-11	Axeman

Code	Title/Task or Industry Response
6601-15	Babysitter
2109-11	Bacteriologist/ medical
2107-99	Bacteriologist/ except above
5999-17	Bagman/ <u>betting</u>
5907-99	Bailiff
7399-29	Bailiff, Water
4703-91	Baker/ apprentice
4703-01	Baker/ supervising staff
4703-13	Baker/ except above
7409-11	Balanceman/ <u>tyre manufacture</u>
2815-11	Bandmaster
1201-11	Banker, Merchant
4927-11	Barber
8925-11	Bargeman
6503-11	Barmaid
6503-11	Barperson
2605-11	Barrister
2605-00	Barrister + Solicitor
8499-17	Barrowman/ <u>construction</u>
6503-11	Bartender
8999-99	Baruseful
7399-35	Batcher, Concrete
7425-11	Beamer/ <u>textiles</u>
3909-11	Bearer, Ambulance
4600-00	Beater, Panel + Mechanic
4600-00	Beater, Panel + Spraypainter
4603-91	Beater, Panel/ apprentice
4603-01	Beater, Panel/ supervising staff
4603-11	Beater, Panel/ except above
6699-15	Beautician
1401-35	Beekeeper
8903-11	Bellboy
7309-11	Beltman
7413-13	Benchman

Code	Title/Task or Industry Response
4921-91	Bender, Glass/ apprentice
4921-01	Bender, Glass/ supervising staff
4921-13	Bender, Glass/ except above
4309-91	Bestboy/ apprentice
4309-11	Bestboy/ except above
4921-91	Beveller/ apprentice
4921-01	Beveller/ supervising staff
4921-11	Beveller/ except above
2911-11	Bibliographer
4507-91	Binder + Finisher/ apprentice
4507-01	Binder + Finisher/ supervising staff
4507-11	Binder + Finisher/ except above
4507-91	Binder, Book/ apprentice
4507-01	Binder, Book/ supervising staff
4507-11	Binder, Book/ except above
8999-99	Binsman, Grain
2109-11	Biochemist/ medical research
2303-37	Biochemist/ treating patients
2107-15	Biochemist/ except above
2107-00	Biologist
2909-13	Biometrician
2107-17	Biophysicist
4703-91	Biscuitmaker/ apprentice
4703-01	Biscuitmaker/ supervising staff
4703-15	Biscuitmaker/ except above
1399-99	Bishop
4201-91	Blacksmith/ apprentice
4201-01	Blacksmith/ supervising staff
4201-11	Blacksmith/ except above
4909-01	Blaster/ explosives; supervising staff
4909-11	Blaster/ explosives; except above
7499-99	Blaster/ sand
7305-11	Blender/ <u>chemicals except explosives, oil or glue</u>
7411-13	Blender/ <u>explosives</u>
????-??	Blender/ <u>food or beverage</u> : Code to Operator, Food Processing Machine
7411-99	Blender/ <u>glue</u>
7307-11	Blender/ <u>oil</u>
7427-13	Blindstitcher
????-??	Blockhand/ driving or operating machinery or plant: Code to Operator

Code	Title/Task or Industry Response
8201-13	Blockhand/ except above
4403-91	Blocklayer/ apprentice
4403-01	Blocklayer/ supervising staff
4403-11	Blocklayer/ except above
4921-93	Blower, Glass/ apprentice
4921-01	Blower, Glass/ supervising staff
4921-13	Blower, Glass/ except above
8925-01	Boatswain
8911-99	Bodyguard
7431-13	Boiler, Sugar
4205-91	Boilermaker + Welder/ apprentice
4205-01	Boilermaker + Welder/ supervising staff
4205-11	Boilermaker + Welder/ except above
4205-91	Boilermaker/ apprentice
4205-01	Boilermaker/ supervising staff
4205-11	Boilermaker/ except above
8415-11	Bolter, Roof
????-??	Bombadier: Disregard Title
8199-37	Boner/ poultry
8199-35	Boner/ except above
4507-91	Bookbinder/ apprentice
4507-01	Bookbinder/ supervising staff
4507-11	Bookbinder/ except above
4507-91	Bookfolder/ apprentice
4507-01	Bookfolder/ supervising staff
4507-11	Bookfolder/ except above
5301-11	Bookkeeper
1599-19	Bookmaker/ supervising staff, administration
6405-11	Bookmaker/ taking bets and paying out
1599-19	Bookmaker/ NAI (about specific tasks)
6301-21	Bookseller/ selling or serving
1501-11	Bookseller/ supervising staff, administration
1501-11	Bookseller/ NAI (about specific tasks)
4915-91	Bootmaker/ apprentice
4915-01	Bootmaker/ supervising staff
4915-11	Bootmaker/ except above
7317-11	Borer, Coal Seam
7317-11	Borer, Well
8203-03	Boss, Bush

Code	Title/Task or Industry Response
7317-01	Boss, Shift/ drilling
7201-01	Boss, Shift/ <u>mining</u>
2107-19	Botanist
8901-11	Bouncer
8903-11	Boy, Bell
5605-11	Boy, Copy
8999-99	Boy, Delivery
5605-11	Boy, Message
8999-99	Boy, Milk
8999-99	Boy, Paper/ delivering newspapers
6501-17	Boy, Paper/ selling papers
6501-17	Boy, Paper/ NAI (about specific tasks)
8999-99	Boy, Trolley
7313-11	Braceman
4205-91	Brazier/ apprentice
4205-01	Brazier/ supervising staff
4205-19	Brazier/ except above
4931-11	Breaker, Horse
1401-17	Breeder/ <u>beef cattle only</u>
1401-19	Breeder/ <u>dairy cattle only</u>
1401-27	Breeder/ <u>horses only</u>
1401-23	Breeder/ <u>pigs only</u>
1401-25	Breeder/ <u>poultry only</u>
1401-21	Breeder/ <u>sheep only</u>
1401-00	Breeder/ <u>NAI (about type of livestock)</u>
4403-91	Brickie/ apprentice
4403-01	Brickie/ supervising staff
4403-11	Brickie/ except above
4403-91	Bricklayer/ apprentice
4403-01	Bricklayer/ supervising staff
4403-11	Bricklayer/ except above
1201-11	Brigadier/ <u>army</u>
6199-11	Broker, Commodities
6101-99	Broker, Finance
6199-11	Broker, Grain
6103-13	Broker, Insurance
6101-99	Broker, Investment
6105-13	Broker, Lease
6301-99	Broker, Pawn/ selling, serving or issuing tickets
1501-11	Broker, Pawn/ supervising staff, administration
1501-11	Broker, Pawn/ NAI (about specific tasks)
6105-11	Broker, Real Estate

Code	Title/Task or Industry Response
6101-11	Broker, Share
6101-11	Broker, Stock
6199-11	Broker, Wool
6100-00	Broker/ NAI (about type of broking)
????-??	Brother/ teaching: Code to Teacher
4907-91	Builder, Boat/ apprentice
4907-01	Builder, Boat/ supervising staff
4907-13	Builder, Boat/ except above
4607-91	Builder, Body/ vehicle: apprentice
4607-01	Builder, Body/ vehicle: supervising staff
4607-11	Builder, Body/ vehicle: except above
8103-11	Builder, Car/ assembly line
4607-91	Builder, Car/ except above; apprentice
4607-01	Builder, Car/ except above; supervising staff
4607-11	Builder, Car/ except above; except above
8103-11	Builder, Caravan/ assembly line
4607-91	Builder, Caravan/ except above; apprentice
4607-01	Builder, Caravan/ except above; supervising staff
4607-11	Builder, Caravan/ except above; except above
4607-91	Builder, Carriage/ apprentice
4607-01	Builder, Carriage/ supervising staff
4607-11	Builder, Carriage/ except above
4607-91	Builder, Coach/ apprentice
4607-01	Builder, Coach/ supervising staff
4607-11	Builder, Coach/ except above
4607-91	Builder, Motor Body/ apprentice
4607-01	Builder, Motor Body/ supervising staff
4607-11	Builder, Motor Body/ except above
7409-11	Builder, Tyre
8103-11	Builder, Vehicle/ assembly line
4607-91	Builder, Vehicle/ except above; apprentice
4607-01	Builder, Vehicle/ except above; supervising staff
4607-11	Builder, Vehicle/ except above; except above
4403-91	Builder/ bricklaying; apprentice
4403-01	Builder/ bricklaying; supervising staff
4403-11	Builder/ bricklaying; except above
4401-91	Builder/ carpentry; apprentice
4401-01	Builder/ carpentry; supervising staff
4401-11	Builder/ carpentry; except above
8403-11	Builder/ concreting
????-??	Builder/ installing: Code to Installer
4401-91	Builder/ joinery; apprentice
4401-01	Builder/ joinery; supervising staff
4401-13	Builder/ joinery; except above
1601-13	Builder/ supervising staff, administration
4205-91	Builder/ welding; apprentice
4205-01	Builder/ welding; supervising staff

Code	Title/Task or Industry Response
4205-17	Builder/ welding; except above
4400-00	Builder/ NAI (about specific tasks); apprentice
1601-13	Builder/ NAI (about specific tasks); except above
4209-91	Burnisher/ apprentice
4209-01	Burnisher/ supervising staff
4209-11	Burnisher/ except above
2701-11	Bursar
4701-91	Butcher/ apprentice
4701-01	Butcher/ supervising staff
4701-11	Butcher/ except above
6699-99	Butler
4799-13	Buttermaker
3913-13	Buyer, Commodities
3913-15	Buyer, Retail
3913-13	Buyer/ grain, wool, livestock, hide or skin
3913-15	Buyer/ <u>retail store</u>

Code	Title/Task or Industry Response
4903-91	Cabinetmaker/ apprentice
4903-01	Cabinetmaker/ supervising staff
4903-11	Cabinetmaker/ except above
6699-99	Caddie
3501-11	Cadet/ police
3903-01	Cameraman/ supervising staff
3903-13	Cameraman/ except above
2815-17	Campanologist
7411-99	Candlemaker
7433-99	Canner
2607-11	Canon
6501-15	Canvasser/ door to door
7101-11	Captain, Coach
8907-01	Captain, Night/ <u>supermarket</u>
3301-11	Captain/ aircraft
1319-15	Captain/ <u>defence forces</u> : management tasks specified
????-??	Captain/ <u>defence forces</u> : except above: Disregard Title
3305-11	Captain/ ferry
3305-11	Captain/ ship except defence forces
2303-13	Cardiologist
6601-00	Caregiver/ child
6601-99	Caregiver/ <u>disabled or handicapped persons' hostel</u>
6601-99	Caregiver/ <u>elderly or infirm persons' hostel</u>
6601-99	Caregiver/ <u>sheltered workshop</u>
6601-00	Carer/ child
6601-99	Carer/ <u>disabled or handicapped persons' hostel</u>
6601-99	Carer/ <u>elderly or infirm persons' hostel</u>
6601-99	Carer/ <u>sheltered workshop</u>
8913-11	Caretaker
8913-11	Caretaker + Cleaner
8913-11	Caretaker + Gardener
8913-11	Caretaker + Groundsman
4401-11	Carpenter + Builder
4401-00	Carpenter + Joiner
4401-91	Carpenter/ apprentice
4401-01	Carpenter/ supervising staff
4401-11	Carpenter/ except above
7105-13	Carrier
7105-13	Carter/ <u>heavy vehicle</u>

Code	Title/Task or Industry Response
7105-11	Carter/ light vehicle
2205-11	Cartographer
2801-11	Cartoonist
4905-91	Carver, Wood/ apprentice
4905-01	Carver, Wood/ supervising staff
4905-11	Carver, Wood/ except above
6401-11	Cashier/ <u>bank, building society or credit union</u>
6403-13	Cashier/ except above
4101-91	Caster, Die/ apprentice
4101-01	Caster, Die/ supervising staff
4101-11	Caster, Die/ except above
2911-11	Cataloguer
3905-99	Catcher, Dog
6403-11	Caterer/ checkout operating
4705-13	Caterer/ cooking
6301-15	Caterer/ counter service
8919-11	Caterer/ kitchen work, not cooking
1503-11	Caterer/ supervising staff, administration
6505-15	Caterer/ waiting at tables
1503-11	Caterer/ NAI (about specific tasks)
6699-99	Celebrant, Marriage
7433-11	Cellarhand/ <u>winery</u>
8907-11	Cellarhand/ except above
7433-11	Cellarman/ <u>winery</u>
8907-11	Cellarman/ except above
2815-17	Cellist
7307-13	Cementer, Oil Well
3905-99	Censor
4999-11	Ceramist, Dental
8411-11	Chainman
4903-91	Chairmaker/ apprentice
4903-01	Chairmaker/ supervising staff
4903-11	Chairmaker/ except above
1201-11	Chairperson/ company head
5303-13	Chalkie/ <u>stock exchange</u>
2607-11	Chaplain
8499-13	Chaser, Crane

Code	Title/Task or Industry Response
7103-11	Chauffeur
6403-11	Checker/ check-out
5503-99	Checker/ <u>railway</u>
4799-15	Cheesemaker
4705-01	Chef, Executive
4705-01	Chef, Head
4703-91	Chef/ pastry; apprentice
4703-01	Chef/ pastry; supervising staff
4703-11	Chef/ pastry; except above
4705-91	Chef/ except above; apprentice
4705-01	Chef/ except above; supervising staff
4705-11	Chef/ except above; except above
2307-11	Chemist/ pharmaceutical; <u>hospital</u>
2307-13	Chemist/ pharmaceutical; <u>industrial</u>
2307-15	Chemist/ pharmaceutical; except above
3103-13	Chemist/ sugar or juice testing
2101-11	Chemist/ except above
2319-11	Chiropodist
2317-11	Chiropractor
8203-15	Chokerman
2813-11	Choreographer
2815-99	Chorister
3903-01	Cinecameraman/ supervising staff
3903-13	Cinecameraman/ except above
2811-17	Cinematographer
3999-35	Classer, Wool
8109-11	Classer/ <u>fruit and vegetable</u>
3999-37	Classer/ <u>hide and skin</u>
8109-11	Classifier, Wheat
7499-15	Cleaner, Dry
8301-11	Cleaner/ <u>aircraft cabin</u>
8499-17	Cleaner/ brick
8301-19	Cleaner/ <u>carpet</u>
8301-13	Cleaner/ <u>commercial</u>
8301-11	Cleaner/ <u>factory</u>
8199-31	Cleaner/ <u>glass mould</u>
8301-15	Cleaner/ <u>hospital</u>
8301-13	Cleaner/ <u>hotel or motel</u>
8301-11	Cleaner/ <u>industrial</u>
8301-21	Cleaner/ <u>motor vehicle</u>
8301-13	Cleaner/ <u>office</u>

Code	Title/Task or <u>Industry</u> Response
8301-99	Cleaner/ <u>private house</u>
8301-13	Cleaner/ <u>school</u>
8301-17	Cleaner/ <u>window</u>
2607-11	Clergyman
5103-11	Clerk + Typist
5301-19	Clerk, Acceptance/ <u>finance company</u>
5301-13	Clerk, Accounts
5305-13	Clerk, Actuarial
5601-15	Clerk, Admissions
6405-11	Clerk, Airline
5601-11	Clerk, Appointment
2605-91	Clerk, Articled
5301-13	Clerk, Audit
5901-11	Clerk, Bad Debts
5301-17	Clerk, <u>Bank</u> / accountant
5203-11	Clerk, <u>Bank</u> / accounting or ledger machinist
2701-11	Clerk, <u>Bank</u> / bank examiner
5499-11	Clerk, <u>Bank</u> / batching or despatching cheques
5201-13	Clerk, <u>Bank</u> / computer operator, not teller or customer services officer
6401-11	Clerk, <u>Bank</u> / counter service, not enquiries
6401-11	Clerk, <u>Bank</u> / customer service
5601-13	Clerk, <u>Bank</u> / enquiries
5301-11	Clerk, <u>Bank</u> / ledger examination or bookkeeping
5203-11	Clerk, <u>Bank</u> / proof machinist or operator
6401-11	Clerk, <u>Bank</u> / teller or cashier
5201-13	Clerk, <u>Bank</u> / terminal operator, not teller or customer services officer
5101-13	Clerk, <u>Bank</u> / typing or shorthand
5103-13	Clerk, <u>Bank</u> / typist
5201-13	Clerk, <u>Bank</u> / VDU operator, not teller or customer services
????-??	Clerk, <u>Bank</u> / except above: Code to Clerk
5499-11	Clerk, Batch/ <u>banking industry</u>
5303-11	Clerk, Benefits/ <u>health</u>
5999-99	Clerk, Benefits/ <u>social security</u>
6405-11	Clerk, Booking
5999-17	Clerk, Bookmaker's
5303-13	Clerk, Broker Liaison
5301-21	Clerk, Budget
????-??	Clerk, <u>Building Society</u> : Code to Clerk, Bank
5505-13	Clerk, Buying
6403-13	Clerk, Cashier
????-??	Clerk, Chief: Code to Clerk
5303-11	Clerk, Claims/ <u>insurance</u>
5301-13	Clerk, Claims/ <u>retail trade</u>
5300-00	Clerk, Claims/ <u>NAI (about type of claims)</u>
5999-15	Clerk, Classified Advertising
5999-99	Clerk, Coding
5901-11	Clerk, Collection/ money

Code	Title/Task or Industry Response
5601-13	Clerk, Complaints
5907-13	Clerk, Conveyancing
5301-21	Clerk, Cost
6403-13	Clerk, Counter/ <u>cash handling except bank</u>
5601-13	Clerk, Counter/ enquiry
5303-11	Clerk, Counter/ insurance
????-??	Clerk, Counter/ selling or serving: Code to Assistant, Sales/ selling or serving
5907-11	Clerk, Courts, of
5301-19	Clerk, Credit
3905-19	Clerk, <u>Customs</u> / examining cargo or baggage
5503-13	Clerk, <u>Customs</u> / preparing documents
5501-11	Clerk, Data Control
5201-13	Clerk, Data Processing
5901-11	Clerk, Debtors
5503-11	Clerk, Despatch
5503-11	Clerk, Distribution
5499-11	Clerk, Duplicating
5601-13	Clerk, Enquiry
5301-21	Clerk, Estimates
5503-13	Clerk, Export
5401-13	Clerk, Filing
5301-13	Clerk, Finance/ accounts
5301-21	Clerk, Finance/ costing or quotations
5301-00	Clerk, Finance/ NAI (about specific tasks)
5503-11	Clerk, Freight
????-??	Clerk, General: Code to Clerk
2999-99	Clerk, High Court, of
5601-15	Clerk, <u>Hospital</u> / admissions or ward
5503-13	Clerk, Import
5601-13	Clerk, Information
5601-13	Clerk, Inquiry
5303-11	Clerk, Insurance
5505-11	Clerk, Inventory
5301-13	Clerk, Invoice
2605-91	Clerk, Law/ articulated
5907-13	Clerk, Law/ except above
????-??	Clerk, Lay-by: Code to Assistant, Sales/ selling or serving
5905-11	Clerk, Leave
5301-11	Clerk, Ledger
2605-91	Clerk, Legal/ articulated
5907-13	Clerk, Legal/ except above
5999-99	Clerk, Letting
5401-11	Clerk, Library
5301-19	Clerk, Loans
5907-11	Clerk, Magistrate's
5505-15	Clerk, Mail Order
5909-13	Clerk, Mail/ <u>post office</u>
5403-11	Clerk, Mail/ except above
1201-11	Clerk, Municipal

Code	Title/Task or Industry Response
????-??	Clerk, Office: Code to Clerk
5505-15	Clerk, Order
5303-11	Clerk, Overseas/ <u>banking industry</u>
5301-15	Clerk, Payroll
2705-15	Clerk, Personnel/ staff development or counselling
2705-13	Clerk, Personnel/ training
5905-11	Clerk, Personnel/ except above
5907-11	Clerk, Petty Sessions, of
5499-11	Clerk, Photocopying
5303-11	Clerk, Policy Holder Services
5909-11	Clerk, Postal
5303-13	Clerk, Posting/ <u>stock exchange</u>
5505-13	Clerk, Procurement
5501-11	Clerk, Production
5505-13	Clerk, Purchasing
5901-11	Clerk, Rates
5503-11	Clerk, Receiving
5301-11	Clerk, Reconciliation
5503-11	Clerk, Records/ despatch
5999-11	Clerk, Records/ meter
5905-11	Clerk, Records/ personnel
5501-11	Clerk, Records/ production
5505-11	Clerk, Records/ stock
5503-11	Clerk, Records/ transport
5401-13	Clerk, Records/ except above
5905-13	Clerk, Recruitment
5401-13	Clerk, Registry
6599-17	Clerk, Rental
????-??	Clerk, Research: Code to Researcher
6405-11	Clerk, Reservations
5905-11	Clerk, Roster
5301-15	Clerk, Salaries
5505-15	Clerk, Sales
5501-11	Clerk, Scheduling
5303-13	Clerk, Scrip
5907-13	Clerk, Settlement/ <u>real estate</u>
5303-13	Clerk, Settlement/ <u>stockbroking</u>
5000-00	Clerk, Settlement/ <u>NAL (about type of settlement)</u>
5303-13	Clerk, Share
5503-11	Clerk, Shipping
1201-11	Clerk, Shire
5505-11	Clerk, Spare Parts
5905-11	Clerk, Staff
5305-11	Clerk, Statistical
5505-11	Clerk, Stock
5303-13	Clerk, Stockbroker's
5505-11	Clerk, Stores
5303-11	Clerk, Superannuation
5505-11	Clerk, Supply

Code	Title/Task or Industry Response
6405-11	Clerk, <u>TAB</u> / taking bets
????-??	Clerk, <u>TAB</u> / except above: Code to Clerk
5503-11	Clerk, Tally/ despatch
5501-13	Clerk, Tally/ production records
5505-11	Clerk, Tally/ stock records
5503-11	Clerk, Tally/ transport records
5500-00	Clerk, Tally/ NAI (about type of tallying)
5301-13	Clerk, Taxation
????-??	Clerk, Telecom: Code to Clerk
6405-11	Clerk, Ticket
5505-15	Clerk, Timber/ taking orders
5301-15	Clerk, Timekeeping
5503-11	Clerk, Timetable
5907-13	Clerk, Titles
6405-11	Clerk, Tote/ taking bets
????-??	Clerk, Tote/ except above: Code to Clerk
1201-11	Clerk, Town
5503-11	Clerk, Transport
6507-13	Clerk, Travel
5503-11	Clerk, Trucks
5303-11	Clerk, Underwriting
5301-15	Clerk, Wages
5601-15	Clerk, Ward
5505-11	Clerk, Warehouse
5301-13	Clerk, Warrantly
5503-13	Clerk, Wharf
3207-11	Clerk, Works, of
5301-11	Clerk/ bookkeeping
5305-11	Clerk/ compiling tables, charts or graphs
2707-11	Clerk/ computer programming
????-??	Clerk/ counselling: Code to Counsellor
2999-19	Clerk/ interpreting
5201-11	Clerk/ operating computer
5603-11	Clerk/ operating switchboard or telephonist
5201-13	Clerk/ operating VDU
5601-11	Clerk/ reception
5101-13	Clerk/ shorthand
2999-21	Clerk/ translating
5103-11	Clerk/ typing
5000-00	Clerk/ NAI (about specific tasks)
4915-91	Clicker/ apprentice
4915-01	Clicker/ supervising staff
4915-11	Clicker/ except above
2907-13	Climatologist
7413-19	Clipper, Veneer
2817-13	Clown

Code	Title/Task or Industry Response
3915-11	Coach/ sports
4915-91	Cobbler/ apprentice
4915-01	Cobbler/ supervising staff
4915-11	Cobbler/ except above
7499-23	Collator/ <u>newspaper or printing</u>
7105-13	Collector, Bottle/ driving truck
8999-99	Collector, Bottle/ except above
5999-99	Collector, Census
5901-11	Collector, Debt
8201-99	Collector, Egg
7105-13	Collector, Garbage/ driving truck
8905-11	Collector, Garbage/ except above
7105-13	Collector, Marine/ driving truck
8999-99	Collector, Marine/ except above
7105-13	Collector, Rubbish/ driving truck
8905-11	Collector, Rubbish/ except above
8901-15	Collector, Ticket
6405-11	Collector, Toll
8999-99	Collector, Trolley/ <u>supermarket</u>
8999-99	Collector/ money from parking meters and telephones
8999-15	Collector/ money from vending and amusement machines
1319-15	Colonel/ <u>defence forces</u> ; managerial tasks specified
????-??	Colonel/ <u>defence forces</u> ; except above: Disregard Title
2807-99	Columnist
7421-11	Comber, Yarn
2817-13	Comedian
7499-19	Commander/ armoured fighting vehicle crew; <u>army</u>
1319-15	Commander/ <u>defence forces</u> ; managerial tasks specified
????-??	Commander/ <u>defence forces</u> ; except above: Disregard Title
2819-11	Commentator, Sport
8901-11	Commissionaire/ <u>hotel</u>
1103-19	Commissioner, Conciliation and Arbitration
1201-11	Commissioner, Fire
1201-11	Commissioner, Police
1201-11	Commodore/ <u>air force or navy</u>
5201-15	Communicator/ operating teletyping machine
6607-11	Companion + Housekeeper
6607-11	Companion, Home
2819-11	Compere

Code	Title/Task or Industry Response
2815-19	Composer
4501-91	Composer/ apprentice
4501-01	Composer/ supervising staff
4501-11	Composer/ except above
7411-99	Compounder/ chemicals
5203-11	Complometrist
8903-01	Concierge
8403-11	Concreter
2815-11	Conductor, <u>Band</u>
6405-13	Conductor, Bus
2815-11	Conductor, <u>Orchestra</u>
6609-15	Conductor, <u>Train</u> / sleeping car
6405-13	Conductor, <u>Train</u> / except above
6405-13	Conductor, Tram
4799-17	Confectioner
2199-13	Conservationist, Soil
2999-11	Conservator
3501-11	Constable/ <u>police</u>
6201-21	Consultant, Advertising
2107-27	Consultant, Agricultural
2201-11	Consultant, Architectural
6699-15	Consultant, Beauty
2799-99	Consultant, Business
1303-11	Consultant, Campaign/ advertising or political
6301-13	Consultant, Colour/ clothing
6301-23	Consultant, Colour/ cosmetics
3999-21	Consultant, Colour/ interior decoration
2707-00	Consultant, Computer
6699-15	Consultant, Cosmetic
4999-99	Consultant, Crutching
2707-00	Consultant, Data Processing
4999-99	Consultant, Drenching
????-??	Consultant, Engineering: Code to Engineer
6301-13	Consultant, Fashion/ <u>retail store</u>
6101-99	Consultant, Financial
6699-99	Consultant, Health Centre
6103-13	Consultant, Insurance
6699-99	Consultant, Introductory
6101-99	Consultant, Investment
2799-99	Consultant, Management
2703-11	Consultant, Marketing
2303-00	Consultant, Medical/ NAI (about area of consultancy)

Code	Title/Task or Industry Response
------	---------------------------------

????-??	Consultant, Medical/ except above: Code to Practitioner, Medical
2705-00	Consultant, Personnel
6101-99	Consultant, Property/ <u>investment</u>
2703-11	Consultant, Public Relations
6105-11	Consultant, Real Estate
????-??	Consultant, Sales: Code to Salesperson
????-??	Consultant, Scientific: Code to Engineer
????-??	Consultant, Software: Code to Representative, Sales
2701-11	Consultant, Taxation
2907-11	Consultant, Town Planning
6507-11	Consultant, Travel
4403-01	Contractor, Bricklaying/ supervising staff
4403-11	Contractor, Bricklaying/ except above
4403-01	Contractor, Building/ bricklaying; supervising staff
4403-11	Contractor, Building/ bricklaying; except above
4401-11	Contractor, Building/ carpentry
8403-11	Contractor, Building/ concreting
????-??	Contractor, Building/ installing: Code to Installer
1601-15	Contractor, Building/ supervising staff, administration
1601-15	Contractor, Building/ NAI (about specific tasks)
7201-11	Contractor, Bulldozing
7101-11	Contractor, Bus
7105-13	Contractor, Cartage/ driving
1601-99	Contractor, Cartage/ supervising staff, administration
1601-99	Contractor, Cartage/ NAI (about specific tasks)
8403-11	Contractor, Cement
????-??	Contractor, Cleaning: Code to Cleaner
8403-11	Contractor, Concrete
4403-01	Contractor, Construction/ bricklaying; supervising staff
4403-11	Contractor, Construction/ bricklaying; except above
4401-11	Contractor, Construction/ carpentry
8403-11	Contractor, Construction/ concreting
????-??	Contractor, Construction/ installing: Code to Installer
1601-15	Contractor, Construction/ supervising staff, administration
1601-15	Contractor, Construction/ NAI (about specific tasks)
4409-01	Contractor, Drainage/ supervising staff
4409-15	Contractor, Drainage/ except above
7201-00	Contractor, Earthmoving
4309-01	Contractor, Electrical/ supervising staff
4309-11	Contractor, Electrical/ except abn
8499-15	Contractor, Fencing
4919-01	Contractor, Flooring/ laying carpet, linoleum, or vinyl or cork tiles; supervising staff
4919-11	Contractor, Flooring/ laying carpet, linoleum, or vinyl or cork tiles; except above
4413-01	Contractor, Flooring/ laying ceramic or quarry tiles, or terrazzo; supervising staff
4413-11	Contractor, Flooring/ laying ceramic or quarry tiles, or terrazzo; except above
4401-01	Contractor, Flooring/ <u>wooden floors</u> ; supervising staff
4401-11	Contractor, Flooring/ <u>wooden floors</u> ; except above
8403-11	Contractor, Foundation

Code	Title/Task or <u>industry</u> Response
7105-13	Contractor, Garbage/ driving truck
8905-11	Contractor, Garbage/ except above
4805-01	Contractor, Gardening/ supervising staff
4805-11	Contractor, Gardening/ except above
8403-11	Contractor, Grano
8403-11	Contractor, Granolithic
7209-11	Contractor, Harvesting
7105-13	Contractor, Haulage/ driving
1601-99	Contractor, Haulage/ supervising staff, administration
1601-99	Contractor, Haulage/ NAI (about specific tasks)
4805-01	Contractor, Landscape/ supervising staff
4805-13	Contractor, Landscape/ except above
8205-13	Contractor, Lawn Mowing
8203-03	Contractor, Logging
5605-13	Contractor, Mail
????-??	Contractor, Maintenance: Code to Contractor
2213-11	Contractor, Mechanical Engineering
4999-99	Contractor, Mulesing
4405-01	Contractor, Painting/ supervising staff
4405-11	Contractor, Painting/ except above
????-??	Contractor, Plastering: Code to Plasterer
4409-01	Contractor, Plumbing/ supervising staff
4409-11	Contractor, Plumbing/ except above
4411-01	Contractor, Roofing/ supervising staff
4411-11	Contractor, Roofing/ except above
4409-01	Contractor, Sewage/ supervising staff
4409-11	Contractor, Sewage/ except above
4409-01	Contractor, Sewerage/ supervising staff
4409-11	Contractor, Sewerage/ except above
4929-01	Contractor, Shearing/ supervising staff
4929-11	Contractor, Shearing/ except above
4411-01	Contractor, Slating/ supervising staff
4411-11	Contractor, Slating/ except above
8999-13	Contractor, Spraying/ <u>pest or weed control</u>
4411-01	Contractor, Tiling/ supervising staff
4413-01	Contractor, Tiling/ wall, floor or ceramic; supervising staff
4413-11	Contractor, Tiling/ wall, floor or ceramic; except above
4411-11	Contractor, Tiling/ except above
6403-01	Controller, Checkout
3999-29	Controller, Credit
3905-01	Controller, Dog Pound
1301-11	Controller, Financial
5503-15	Controller, Fleet
5503-11	Controller, Freight Traffic
6403-01	Controller, Front End
5505-01	Controller, Inventory
5503-11	Controller, Load/ <u>air transport</u>
2707-17	Controller, Network/ computing

Code	Title/Task or <u>Industry</u> Response
8999-13	Controller, Pest
1305-11	Controller, Production
1311-11	Controller, Project/ <u>APS</u> : data processing
1399-13	Controller, Project/ <u>APS</u> : research
1313-11	Controller, Project/ <u>APS</u> : NAI (about function of area)
7107-01	Controller, Railway Yard
3201-15	Controller, Satellite
5505-01	Controller, Stock
5505-01	Controller, Store
3303-91	Controller, Traffic/ air; trainee
3303-11	Controller, Traffic/ air; except above
5501-11	Controller, Traffic/ radio
8999-99	Controller, Traffic/ <u>road maintenance</u>
5503-11	Controller, Traffic/ except above
7399-19	Controller, Train
5103-01	Controller, Typist
7301-11	Controller, Unit/ <u>power plant</u>
7399-29	Controller, Valve/ <u>water supply</u>
6301-15	Cook, <u>Fast Food</u> / selling or serving
8919-11	Cook, <u>Fast Food</u> / except above
4703-91	Cook, Pastry/ apprentice
4703-01	Cook, Pastry/ supervising staff
4703-11	Cook, Pastry/ except above
8919-11	Cook, <u>Pizza</u>
7431-27	Cook/ <u>jam, sauce or meat processing</u>
4705-91	Cook/ except above; apprentice
4705-01	Cook/ except above; supervising staff
4705-13	Cook/ except above; except above
7431-27	Cooker, Fish/ <u>factory</u>
4905-91	Cooper/ apprentice
4905-01	Cooper/ supervising staff
4905-15	Cooper/ except above
2703-11	Coordinator, Appeals/ promoting charity
3207-11	Coordinator, Building/ <u>construction</u>
3907-11	Coordinator, Child Care
3901-11	Coordinator, Community Services
3901-11	Coordinator, Home Help
2703-11	Coordinator, Marketing
1313-11	Coordinator, Policy/ <u>government</u>
2703-11	Coordinator, Promotions
????-??	Coordinator, Sales: Code to Assistant, Sales/ selling or serving
6507-11	Coordinator, Tour
4911-91	Coordinator, Wardrobe/ apprentice
4911-01	Coordinator, Wardrobe/ supervising staff
4911-13	Coordinator, Wardrobe/ except above
4203-91	Coppersmith/ apprentice

Code	Title/Task or <u>Industry</u> Response
4203-01	Coppersmith/ supervising staff
4203-13	Coppersmith/ except above
2807-15	Copywriter
4207-91	Coremaker/ <u>metal</u> ; apprentice
4207-01	Coremaker/ <u>metal</u> ; supervising staff
4207-13	Coremaker/ <u>metal</u> ; except above
1103-11	Coroner
????-??	Corporal/ <u>defence forces</u> : Disregard Title
2807-13	Correspondent/ newspaper
6301-13	Corsetiere
6301-23	Cosmetician
2605-99	Counsel, Parliamentary
2605-11	Counsel, Queen's
2603-99	Counsellor, Student
2603-17	Counsellor/ careers or vocational
2603-11	Counsellor/ drug or alcohol
2603-15	Counsellor/ <u>family court</u>
2603-13	Counsellor/ marriage
6699-99	Counsellor/ weight loss
2603-00	Counsellor/ NAI (about type of counselling)
????-??	Counterhand: Code to Assistant, Sales/ selling or serving
7105-11	Courier + Driver
5605-11	Courier/ motorcycle or bicycle
7105-11	Courier/ except above
4919-91	Coverer, Floor/ apprentice
4919-01	Coverer, Floor/ supervising staff
4919-11	Coverer, Floor/ except above
8925-11	Coxswain
4213-91	Cracker, Safe/ apprentice
4213-01	Cracker, Safe/ supervising staff
4213-15	Cracker, Safe/ except above
????-??	Craftsman/ <u>army</u> : Disregard Title
4925-91	Craftworker/ except potter; apprentice
4925-01	Craftworker/ except potter; supervising staff
4925-99	Craftworker/ except potter; except above
7315-17	Cremator
3303-25	Crewman/ aircraft; <u>defence forces</u>
7499-19	Crewman/ armoured fighting vehicle; <u>army</u>

Code	Title/Task or <u>Industry</u> Response
8925-13	Crewman/ <u>fishingboat</u>
3303-25	Crewman/ <u>rescue aircraft</u>
8925-11	Crewman/ <u>ship or boat except fishingboat</u>
3915-15	Cricketer
5907-15	Crier, Court
2907-99	Criminologist
2807-99	Critic
6699-99	Croupier
7399-11	Crusher, Stone
2105-11	Crystallographer
2607-11	Curate
2999-11	Curator/ <u>museum or art gallery</u>
4803-01	Curator/ <u>parks and gardens</u> : supervising staff
4803-11	Curator/ <u>parks and gardens</u> : except above
4803-01	Curator/ <u>sporting ground</u> : supervising staff
4803-11	Curator/ <u>sporting ground</u> : except above
2999-11	Curator/ <u>zoo</u>
4911-91	Cutter, Apparel/ apprentice
4911-01	Cutter, Apparel/ supervising staff
4911-15	Cutter, Apparel/ except above
7415-15	Cutter, <u>Cardboard</u>
8199-99	Cutter, Cloth
7201-21	Cutter, Coal/ <u>open cut mine</u>
7201-23	Cutter, Coal/ <u>underground mine</u>
7413-17	Cutter, <u>Cork</u>
4923-91	Cutter, Diamond/ apprentice
4923-01	Cutter, Diamond/ supervising staff
4923-13	Cutter, Diamond/ except above
4101-91	Cutter, Die/ apprentice
4101-01	Cutter, Die/ supervising staff
4101-11	Cutter, Die/ except above
4911-91	Cutter, Dressmaker's/ apprentice
4911-01	Cutter, Dressmaker's/ supervising staff
4911-15	Cutter, Dressmaker's/ except above
7435-13	Cutter, Film
8199-25	Cutter, Foam
4911-91	Cutter, Fur/ apprentice
4911-01	Cutter, Fur/ supervising staff
4911-17	Cutter, Fur/ except above
4103-91	Cutter, Gear/ apprentice
4103-01	Cutter, Gear/ supervising staff
4103-19	Cutter, Gear/ except above
4923-91	Cutter, Gem/ apprentice

Code	Title/Task or Industry Response
4923-01	Cutter, Gem/ supervising staff
4923-13	Cutter, Gem/ except above
4921-91	Cutter, Glass/ apprentice
4921-01	Cutter, Glass/ supervising staff
4921-11	Cutter, Glass/ except above
7405-11	Cutter, Key
8205-13	Cutter, Lawn
7419-15	Cutter, <u>Marble</u>
8199-35	Cutter, Meat
4923-91	Cutter, Opal/ apprentice
4923-01	Cutter, Opal/ supervising staff
4923-13	Cutter, Opal/ except above
8199-25	Cutter, Plastics
8203-15	Cutter, Sleeper
4511-91	Cutter, Stencil/ <u>screen printing</u> : apprentice
4511-01	Cutter, Stencil/ <u>screen printing</u> : supervising staff
4511-11	Cutter, Stencil/ <u>screen printing</u> : except above
7413-17	Cutter, Stock/ <u>timber yard</u>
7419-15	Cutter, <u>Stone</u>
4911-91	Cutter, Tailor's/ apprentice
4911-01	Cutter, Tailor's/ supervising staff
4911-15	Cutter, Tailor's/ except above
8203-11	Cutter, Timber/ <u>forestry</u>
7413-17	Cutter, Timber/ <u>timber yard</u>
4913-91	Cutter, Upholstery/ apprentice
4913-01	Cutter, Upholstery/ supervising staff
4913-11	Cutter, Upholstery/ except above
4911-91	Cutter/ garment; apprentice
4911-01	Cutter/ garment; supervising staff
4911-15	Cutter/ garment; except above
7415-15	Cutter/ <u>paper products manufacturing</u>
7415-13	Cutter/ <u>papermaking</u>
7435-11	Cutter/ <u>photographic</u>
4915-91	Cutter/ <u>shoemaking</u> : apprentice
4915-01	Cutter/ <u>shoemaking</u> : supervising staff
4915-11	Cutter/ <u>shoemaking</u> : except above
3915-15	Cyclist/ sport
2109-11	Cytogeneticist/ medical
2107-99	Cytogeneticist/ except above
2109-11	Cytologist
2109-11	Cytopathologist/ medical research
2303-37	Cytopathologist/ treating patients
2109-11	Cytotechnologist/ medical
2107-99	Cytotechnologist/ except above

Code	Title/Task or Industry Response
2813-13	Dancer
2607-11	Deaconess
6501-15	Dealer, <u>Amway</u>
6301-99	Dealer, <u>Antique/</u> selling or serving
1501-11	Dealer, <u>Antique/</u> supervising staff, administration
1501-11	Dealer, <u>Antique/</u> NAI (about specific tasks)
6501-15	Dealer, <u>Avon</u>
6501-15	Dealer, <u>Bessemer</u>
6199-11	Dealer, <u>Bullion</u>
6301-19	Dealer, <u>Car/</u> selling or serving
1501-11	Dealer, <u>Car/</u> supervising staff, administration
1501-11	Dealer, <u>Car/</u> NAI (about specific tasks)
6301-19	Dealer, <u>Caravan/</u> selling or serving
1501-11	Dealer, <u>Caravan/</u> supervising staff, administration
1501-11	Dealer, <u>Caravan/</u> NAI (about specific tasks)
6699-99	Dealer, Card
6199-11	Dealer, Commodities
6101-99	Dealer, Foreign Exchange
6301-17	Dealer, <u>Furniture/</u> selling or serving
1501-11	Dealer, <u>Furniture/</u> supervising staff, administration
1501-11	Dealer, <u>Furniture/</u> NAI (about specific tasks)
6101-99	Dealer, Futures
6101-99	Dealer, <u>Investment</u>
6301-99	Dealer, <u>Machinery/</u> selling or serving
1501-11	Dealer, <u>Machinery/</u> supervising staff, administration
1501-11	Dealer, <u>Machinery/</u> NAI (about specific tasks)
6501-11	Dealer, Marine
6101-99	Dealer, <u>Money Market</u>
6301-19	Dealer, <u>Motor Car/</u> selling or serving
1501-11	Dealer, <u>Motor Car/</u> supervising staff, administration
1501-11	Dealer, <u>Motor Car/</u> NAI (about specific tasks)
6301-99	Dealer, <u>Second Hand/</u> selling or serving
1501-11	Dealer, <u>Second Hand/</u> supervising staff, administration
1501-11	Dealer, <u>Second Hand/</u> NAI (about specific tasks)
6101-11	Dealer, <u>Securities</u>
6101-11	Dealer, Stock Exchange
6101-11	Dealer, Trading Floor
6501-15	Dealer, <u>Tupperware</u>
6301-25	Dealer, <u>Tyre/</u> selling or serving
1501-11	Dealer, <u>Tyre/</u> supervising staff, administration
1501-11	Dealer, <u>Tyre/</u> NAI (about specific tasks)
1317-99	Dean/ <u>faculty or college</u>
8925-11	Deckhand
4703-91	Decorator, Cake/ apprentice
4703-01	Decorator, Cake/ supervising staff
4703-11	Decorator, Cake/ except above

Code	Title/Task or Industry Response
4405-91	Decorator, Interior/ painting; apprentice
4405-01	Decorator, Interior/ painting; supervising staff
4405-11	Decorator, Interior/ painting; except above
3999-21	Decorator, Interior/ except above
7423-11	Degreaser, Leather
????-??	Dehydrator/ <u>food processing</u> : Code to Operator, Food Processing Machine
7105-11	Deliverer, Bread/ driving
7105-11	Deliverer, <u>fast foods</u>
8999-99	Deliverer, Leaflet
7105-11	Deliverer, Milk/ driving
8999-99	Deliverer, Pamphlet
8999-99	Deliverer, Paper
2909-13	Demographer
6599-15	Demonstrator/ sales
2501-13	Demonstrator/ <u>university</u>
2323-11	Dentist/ animal
2305-11	Dentist/ except above
3299-99	Deputy, Mine
2303-29	Dermatologist
7317-11	Derrickman
2211-13	Designer, Computer Systems/ hardware
2707-19	Designer, Computer Systems/ software
2805-11	Designer, Costume
2805-13	Designer, Display
2805-11	Designer, <u>Dress</u>
2805-13	Designer, Exhibition
2805-11	Designer, <u>Fashion</u>
2805-11	Designer, Footwear
3999-27	Designer, Forms
2805-15	Designer, Furniture
2805-13	Designer, Graphic
4927-91	Designer, <u>Hair</u> / apprentice
4927-01	Designer, <u>Hair</u> / supervising staff
4927-11	Designer, <u>Hair</u> / except above
2805-15	Designer, Industrial
2805-17	Designer, Interior
2805-15	Designer, Jewellery
2805-17	Designer, <u>Kitchen</u>
2201-13	Designer, <u>Landscape</u>
2211-13	Designer, Network/ hardware
2707-19	Designer, Network/ software
2805-13	Designer, Package
3201-17	Designer, Printed Circuit Board

Code	Title/Task or Industry Response
2805-15	Designer, Product
2805-13	Designer, Publication
2805-13	Designer, Set/ <u>TV, film or stage</u>
3903-99	Designer, Special Effects
2211-13	Designer, Systems/ computer; hardware
2707-19	Designer, Systems/ computer; software
2707-19	Designer, Systems/ computer; NAI (about specific tasks)
2805-15	Designer, Textile
3205-11	Designer, Tool
5503-15	Despatcher, Radio
5503-11	Despatcher, Truck
8301-21	Detailer, Car
6201-35	Detailer/ medical
8301-21	Detailer/ vehicle
1319-11	Detective/ <u>police</u> ; inspector or superintendent
3501-13	Detective/ <u>police</u> ; except above
3999-99	Detective/ <u>private</u>
3999-99	Detective/ <u>railway</u>
7435-11	Developer/ <u>photographic</u>
5103-13	Dictatypist
4101-91	Diecutter/ apprentice
4101-01	Diecutter/ supervising staff
4101-11	Diecutter/ except above
4101-91	Diemaker/ apprentice
4101-01	Diemaker/ supervising staff
4101-11	Diemaker/ except above
4103-91	Diesetter/ <u>metal</u> ; apprentice
4103-01	Diesetter/ <u>metal</u> ; supervising staff
4103-13	Diesetter/ <u>metal</u> ; except above
7407-11	Diesetter/ <u>plastics</u>
2399-13	Dietitian
8407-11	Digger, Ditch
8407-11	Digger, Grave
1101-99	Diplomat/ head of mission
1313-11	Diplomat/ except above
1303-11	Director, Advertising
1399-99	Director, <u>Art Gallery</u>
1305-13	Director, Art/ <u>publishing or advertising</u>
2811-11	Director, Art/ <u>television, film or stage</u>
2811-23	Director, Broadcasting
2811-13	Director, <u>Casting</u>
6601-15	Director, <u>Child Care Centre</u> / looking after children

Code	Title/Task or <u>Industry Response</u>
3907-11	Director, <u>Child Care Centre</u> / supervising staff, administration
3907-11	Director, <u>Child Care Centre</u> / NAI (about specific tasks)
2815-11	Director, Choral
????-??	Director, Company/ managerial tasks: Code to Manager
????-??	Director, Company/ except above: Disregard Title
6601-15	Director, <u>Day Care Centre</u> / looking after children
3907-11	Director, <u>Day Care Centre</u> / supervising staff, administration
3907-11	Director, <u>Day Care Centre</u> / NAI (about specific tasks)
1361-11	Director, Finance
6609-01	Director, Flight Service
2703-11	Director, Fundraising
6639-11	Director, <u>Funeral</u>
2401-11	Director, <u>Kindergarten</u>
3903-01	Director, Lighting/ <u>television, film or stage</u> : supervising staff
1201-11	Director, Managing/ planning, controlling and directing organisation
????-??	Director, Managing/ except above: Code to Manager
1303-11	Director, Marketing
2815-11	Director, Music
1599-99	Director, Nursing Home
1315-11	Director, Nursing, of
2811-17	Director, Photography, of
2401-11	Director, Pre-school
6105-11	Director, Real Estate/ selling
1599-17	Director, Real Estate/ supervising staff, administration
1599-17	Director, Real Estate/ NAI (about specific tasks)
????-??	Director, Sales/ selling: Code to Salesperson
1303-11	Director, Sales/ except above
2811-25	Director, Technical/ <u>television, film or stage</u>
1313-11	Director/ <u>APS</u> ; NAI (about function of area)
1311-11	Director/ data processing
2811-15	Director/ film or stage
1309-11	Director/ personnel
2811-23	Director/ radio or television
1399-13	Director/ research
1201-11	Director-General
8919-11	Dishwasher
4999-13	Dispenser, Optical
7305-11	Distiller/ <u>chemicals</u>
7399-99	Distiller/ except above
8999-99	Distributor, Leaflet
8999-99	Distributor, Pamphlet
6501-15	Distributor/ <u>Amway</u>
6501-15	Distributor/ <u>Avon</u>
6501-15	Distributor/ <u>Bessemer</u>
6501-15	Distributor/ door-to-door sales
6501-15	Distributor/ selling; <u>retail trade</u>

Code	Title/Task or Industry Response
????-??	Distributor/ selling; <u>wholesale trade</u> : Code to Representative, Sales
1601-17	Distributor/ supervising staff, administration
6501-15	Distributor/ <u>Tupperware</u>
1601-17	Distributor/ NAI (about tasks, employer or industry)
4999-21	Diver/ offshore
4999-23	Diver/ onshore
7413-15	Dockerman
????-??	Dockhand/ driving or operating machinery or plant: Code to Operator
8909-11	Dockhand/ except above
4213-91	Doctor, Saw/ apprentice
4213-01	Doctor, Saw/ supervising staff
4213-17	Doctor, Saw/ except above
4805-91	Doctor, Tree/ apprentice
4805-01	Doctor, Tree/ supervising staff
4805-15	Doctor, Tree/ except above
2303-00	Doctor/ medical; specialist or consultant; NAI (about area of specialisation)
????-??	Doctor/ medical; specialist or consultant; except above: Code to Practitioner, Medical
2301-11	Doctor/ medical; except above
2301-11	Doctor/ except above
8499-13	Dogman
8301-15	Domestic/ cleaning; <u>hospital or nursing home</u>
8301-13	Domestic/ cleaning; <u>hotel or motel</u>
8301-99	Domestic/ cleaning; <u>private house</u>
8919-11	Domestic/ kitchen work
8917-11	Domestic/ laundry work
8301-99	Domestic/ making beds
8921-13	Domestic/ serving meals; hospital or nursing home
8301-99	Domestic/ NAI (about specific tasks)
8901-11	Doorman
4703-91	Doughmaker/ apprentice
4703-01	Doughmaker/ supervising staff
4703-13	Doughmaker/ except above
3207-13	Draftsperson, Architectural
3207-15	Draftsperson, Cartographic
3203-11	Draftsperson, Civil
3203-11	Draftsperson, Design/ civil
3205-11	Draftsperson, Design/ designs tools
3201-11	Draftsperson, Design/ electrical
3201-15	Draftsperson, Design/ electronic
3205-11	Draftsperson, Design/ mechanical
3200-00	Draftsperson, Design/ NAI (about type of drafting)
3299-99	Draftsperson, Detail/ aircraft
3201-13	Draftsperson, Detail/ electrical

Code	Title/Task or Industry Response
3201-17	Draftsperson, Detail/ electronic
3299-99	Draftsperson, Detail/ mining
3200-00	Draftsperson, Detail/ NAI (about type of drafting)
3201-11	Draftsperson, Electrical
3203-11	Draftsperson, Engineering/ civil
3201-11	Draftsperson, Engineering/ electrical
3205-11	Draftsperson, Engineering/ mechanical
3200-00	Draftsperson, Engineering/ NAI (about type of engineering)
2605-99	Draftsperson, Legislative
3205-11	Draftsperson, Mechanical
3207-13	Draftsperson, Plumbing
3299-99	Draftsperson, Ship Building
3203-11	Draftsperson, Structural
3207-15	Draftsperson, Survey
3200-00	Draftsperson/ NAI (about specific tasks)
4409-91	Drainer/ apprentice
4409-01	Drainer/ supervising staff
4409-15	Drainer/ except above
2809-11	Dramatist
6301-13	Draper/ selling or serving
1501-11	Draper/ supervising staff, administration
1501-11	Draper/ NAI (about specific tasks)
7401-15	Drawer, Wire
4927-91	Dresser, Hair/ apprentice
4927-01	Dresser, Hair/ supervising staff
4927-11	Dresser, Hair/ except above
8199-37	Dresser, Poultry
8921-15	Dresser, Surgical
3903-99	Dresser, Theatrical
3999-19	Dresser, Window
4911-91	Dressmaker/ apprentice
4911-01	Dressmaker/ supervising staff
4911-13	Dressmaker/ except above
7317-11	Driller/ <u>mining</u>
7105-11	Driver + Courier
6501-13	Driver + Salesperson/ selling direct to public
????-??	Driver + Salesperson/ selling to shops: Code to Representative, Sales
7203-11	Driver + Storeman/ driving forklift
7105-13	Driver + Storeman/ driving truck
7105-11	Driver + Storeman/ driving van
7105-00	Driver + Storeman/ NAI (about type of vehicle)
3909-11	Driver, Ambulance
7105-11	Driver, Armoured Car
7101-11	Driver, Articulated Vehicle/ passenger

Code	Title/Task or Industry Response
7105-13	Driver, Articulated Vehicle/ except above
7201-15	Driver, Backhoe
7201-23	Driver, Bogger
7201-11	Driver, Bulldozer
7101-11	Driver, Bus
7103-11	Driver, Cab
7105-11	Driver, Car/ armoured
7201-23	Driver, Car/ underground shuttle
7103-11	Driver, Car/ except above
7101-11	Driver, Coach
7105-13	Driver, Coal Hauler
7311-11	Driver, Crane
7105-11	Driver, Delivery
7201-11	Driver, Dozer
7107-11	Driver, Electric Train
7299-99	Driver, Engine/ <u>cable ferry</u>
7301-11	Driver, Engine/ <u>power generation</u>
7107-11	Driver, Engine/ <u>railway</u>
7303-11	Driver, Engine/ <u>stationary plant except power generation</u>
7107-11	Driver, Engine/ train or locomotive
7313-11	Driver, Engine/ winding
7107-11	Driver, Engine/ <u>NAI (about type of engine)</u>
7201-29	Driver, Excavator
7105-13	Driver, Float
7203-11	Driver, Forklift
7201-19	Driver, Front End Loader
7105-15	Driver, <u>Furniture Removalist</u>
7201-27	Driver, Grader
7105-13	Driver, Haul-out
7105-13	Driver, Haulpak
3305-11	Driver, Launch
7105-13	Driver, Linehat
7201-19	Driver, Loader
7107-11	Driver, Locomotive
7105-13	Driver, Lorry
????-??	Driver, Machine: Code to Driver
7105-13	Driver, Milk Tanker
7201-23	Driver, Miner
7103-11	Driver, Motor
7299-99	Driver, Overhead Tower Wagon
7313-11	Driver, Pile
7311-11	Driver, Portainer
3915-15	Driver, Racing
7107-11	Driver, Rail Car
7299-99	Driver, Road Sweeper
7105-13	Driver, Road Train
7207-13	Driver, Roller
7201-13	Driver, Scraper
7105-13	Driver, Semi-Trailer

Code	Title/Task or Industry Response
7201-21	Driver, Shovel
7201-23	Driver, Shuttle Car/ <u>underground mine</u>
7205-11	Driver, Skidder
7105-13	Driver, Tanker
7103-11	Driver, Taxi
7105-11	Driver, <u>Taxi truck</u>
7299-99	Driver, Telpher
7101-11	Driver, Tour
7105-13	Driver, Tow Truck
7209-11	Driver, Tractor
7105-13	Driver, Trailer
7107-11	Driver, Train
7101-13	Driver, Tram
7105-13	Driver, Transport
7203-11	Driver, Truck/ forklift
7105-13	Driver, Truck/ <u>road transpor</u>
7201-23	Driver, Truck/ underground
7105-13	Driver, Truck/ <u>NAI (about type of truck)</u>
7105-11	Driver, Utility
7105-11	Driver, Van/ driving, not selling
6501-13	Driver, Van/ selling direct to public
????-??	Driver, Van/ selling to shops: Code to Representative, Sales
7105-11	Driver, Van/ NAI (about specific tasks)
7313-11	Driver, Winder
7105-13	Driver/ storeman; driving truck
7105-11	Driver/ storeman; driving van
7105-00	Driver/ storeman; NAI (about type of vehicle)
7100-00	Driver/ NAI (about type of vehicle)
8201-11	Drover
2815-17	Drummer
7499-15	Drycleaner
5499-11	Duplicator/ operating duplicating machine
7429-11	Dyer/ shoe
7425-17	Dyer/ except above

Code	Title/Task or <u>Industry Response</u>
2107-21	Ecologist
2901-11	Econometrician
2901-11	Economist
2907-99	Economist, Home
4507-91	Edger, Book/ apprentice
4507-01	Edger, Book/ supervising staff
4507-11	Edger, Book/ except above
7413-13	Edgerman
2807-99	Editor, Art
2807-01	Editor, Associate/ supervising staff
2809-13	Editor, Book
1201-11	Editor, Chief
2807-11	Editor, Copy
2811-19	Editor, Film
2807-99	Editor, Finance
1201-11	Editor, <u>Magazine</u>
1201-11	Editor, Managing
3207-15	Editor, Map
2807-13	Editor, News/ electronic media
1201-11	Editor, <u>Newspaper</u>
2809-15	Editor, Script
3903-11	Editor, Sound
2811-19	Editor, Videotape
2505-99	Educator, Childbirth
2403-01	Educator, Head/ <u>primary school</u>
2405-01	Educator, Head/ <u>secondary school</u>
2403-01	Educator, Senior/ <u>primary school</u>
2405-01	Educator, Senior/ <u>secondary school</u>
3901-15	Educator, Social
2505-25	Educator/ <u>nurse in hospital</u>
2403-11	Educator/ <u>primary school</u>
2405-11	Educator/ <u>secondary school</u>
2407-00	Educator/ <u>special school</u>
????-??	Educator/ <u>TAFE</u> : Code to Instructor/ <u>TAFE</u>
????-??	Educator/ <u>university</u> : Code to Academic
2000-00	Educator/ <u>NAI</u> (about type of institution)
4305-91	Electrician, Auto/ apprentice
4305-01	Electrician, Auto/ supervising staff
4305-11	Electrician, Auto/ except above
4305-91	Electrician, Automotive/ apprentice
4305-01	Electrician, Automotive/ supervising staff
4305-11	Electrician, Automotive/ except above
4399-11	Electrician, Lift
4309-91	Electrician/ special class: apprentice
4309-01	Electrician/ special class: supervising staff

Code	Title/Task or Industry Response
4309-13	Electrician/ special class; except above
4309-91	Electrician/ except above; apprentice
4309-01	Electrician/ except above; supervising staff
4309-11	Electrician/ except above; except above
4209-91	Electroformer/ apprentice
4209-01	Electroformer/ supervising staff
4209-13	Electroformer/ except above
3101-99	Electrographer
6699-15	Electrologist
4209-91	Electroplater/ apprentice
4209-01	Electroplater/ supervising staff
4209-00	Electroplater/ NAI (about class)
4209-13	Electroplater/ except above; first class
4209-15	Electroplater/ except above; second class
4209-17	Electroplater/ except above; third class
4509-91	Electrotyper/ apprentice
4509-01	Electrotyper/ supervising staff
4509-11	Electrotyper/ except above
6699-11	Embalmer
4507-91	Embosser/ bookbinding; apprentice
4507-01	Embosser/ bookbinding; supervising staff
4507-11	Embosser/ bookbinding; except above
4921-91	Embosser/ glass; apprentice
4921-01	Embosser/ glass; supervising staff
4921-11	Embosser/ glass; except above
4925-91	Embroiderer/ apprentice
4925-01	Embroiderer/ supervising staff
4925-99	Embroiderer/ except above
2109-11	Embryologist/ medical
2107-11	Embryologist/ except above
????-??	Employee: Disregard Title
8199-21	Enameller, Vitreous
2109-11	Endocrinologist/ medical research
2303-99	Endocrinologist/ treating patients
2107-13	Endocrinologist/ except above
2219-11	Engineer, Aeronautical
2219-13	Engineer, Agricultural
2213-11	Engineer, Air Conditioning
2219-11	Engineer, Aircraft Design
4211-91	Engineer, Aircraft/ maintenance; apprentice
4211-01	Engineer, Aircraft/ maintenance; supervising staff

Code	Title/Task or Industry Response
4211-00	Engineer, Aircraft/ maintenance; NAI (about type of maintenance)
4211-13	Engineer, Aircraft/ maintenance; except above; airframe
4211-15	Engineer, Aircraft/ maintenance; except above; electrical
4211-11	Engineer, Aircraft/ maintenance; except above; engine
4211-19	Engineer, Aircraft/ maintenance; except above; instrument
4211-17	Engineer, Aircraft/ maintenance; except above; radio
2219-99	Engineer, Armament/ <u>defence forces</u>
2213-11	Engineer, Automotive/ <u>vehicle manufacture</u>
4601-91	Engineer, Automotive/ <u>vehicle repair</u> : apprentice
4601-01	Engineer, Automotive/ <u>vehicle repair</u> : supervising staff
4601-11	Engineer, Automotive/ <u>vehicle repair</u> : except above
2109-13	Engineer, Biomedical
3201-11	Engineer, Charge/ <u>power station</u>
2207-11	Engineer, Chemical
2207-11	Engineer, Chief/ chemical
2209-11	Engineer, Chief/ civil
2211-11	Engineer, Chief/ electrical
2211-13	Engineer, Chief/ electronic
2213-11	Engineer, Chief/ mechanical
2200-00	Engineer, Chief/ NAI (about type of engineering)
2209-11	Engineer, City
2209-11	Engineer, Civil
2211-13	Engineer, Communications
2211-13	Engineer, Computer/ hardware research or design
4315-91	Engineer, Computer/ installing, repairing or servicing: apprentice
4315-01	Engineer, Computer/ installing, repairing or servicing: supervising staff
4315-13	Engineer, Computer/ installing, repairing or servicing: except above
2707-19	Engineer, Computer/ systems or software
2209-11	Engineer, Construction
2209-11	Engineer, Council
4315-91	Engineer, Customer/ computer; apprentice
4315-01	Engineer, Customer/ computer; supervising staff
4315-13	Engineer, Customer/ computer; except above
2219-11	Engineer, Design/ aeronautical
2213-11	Engineer, Design/ automotive
2207-11	Engineer, Design/ chemical
2209-11	Engineer, Design/ civil
2211-13	Engineer, Design/ electrical
2213-11	Engineer, Design/ mechanical
2211-13	Engineer, Design/ printed circuit board
2219-99	Engineer, Design/ product
2200-00	Engineer, Design/ NAI (about type of engineering)
2215-13	Engineer, Drilling
2211-11	Engineer, Electrical
2211-13	Engineer, Electronic
7211-11	Engineer, Fire Protection
7211-11	Engineer, Fire/ <u>army</u>
3303-15	Engineer, Flight
????-??	Engineer, Ground: Code to Engineer, Aircraft/ maintenance

Code	Title/Task or <u>Industry</u> Response
2209-11	Engineer, Hydraulic
2219-17	Engineer, Industrial
2219-99	Engineer, Instrument/ <u>defence forces</u>
2215-13	Engineer, Logging/ <u>fluids drilling</u>
????-??	Engineer, Maintenance: Code to Repairer
3307-91	Engineer, Marine/ trainee or cadet
3307-11	Engineer, Marine/ except above
2217-15	Engineer, Materials
2213-11	Engineer, Mechanical
2217-15	Engineer, Metallurgical
2209-11	Engineer, Metocean
2215-11	Engineer, Mining except petroleum
4601-91	Engineer, Motor/ repairing motor vehicles; apprentice
4601-01	Engineer, Motor/ repairing motor vehicles; supervising staff
4601-11	Engineer, Motor/ repairing motor vehicles; except above
2215-13	Engineer, Mud
2209-11	Engineer, Municipal
2211-13	Engineer, Network/ hardware
2207-11	Engineer, Petrochemical
2215-13	Engineer, Petroleum
2211-11	Engineer, Plant/ electrical
2213-11	Engineer, Plant/ mechanical
2200-00	Engineer, Plant/ NAI (about type of engineering)
2217-15	Engineer, Polymer
2219-99	Engineer, Product Design
2207-11	Engineer, Production/ chemical
2209-11	Engineer, Production/ civil
2211-11	Engineer, Production/ electrical
2213-11	Engineer, Production/ mechanical
2200-00	Engineer, Production/ NAI (about type of engineering)
3903-11	Engineer, Recording
2219-11	Engineer, Safety/ air safety
2219-17	Engineer, Safety/ except above
????-??	Engineer, Sales: Code to Representative, Sales
????-??	Engineer, Service: Code to Repairer
3201-11	Engineer, Shift/ <u>power station</u>
3307-91	Engineer, Ship's/ trainee or cadet
3307-11	Engineer, Ship's/ except above
2209-11	Engineer, Shire
2707-19	Engineer, Software
3903-11	Engineer, Sound
2209-11	Engineer, Structural
2707-19	Engineer, Systems/ computer software
2209-11	Engineer, Traffic
2209-11	Engineer, Transport/ <u>army</u>
3205-13	Engineer, Vibroseis
2209-11	Engineer, Water Distribution/ construction
2207-11	Engineer, Water Treatment
2200-00	Engineer/ managing project; NAI (about type of engineering)

Code	Title/Task or Industry Response
2200-00	Engineer/ planning; NAI (about type of engineering)
????-??	Engineer/ repairing appliances. Code to Repairer
7107-11	Engineman
4503-91	Engraver, Die/ <u>printing</u> ; apprentice
4503-01	Engraver, Die/ <u>printing</u> ; supervising staff
4503-11	Engraver, Die/ <u>printing</u> ; except above
4213-91	Engraver/ metal; apprentice
4213-01	Engraver/ metal; supervising staff
4213-21	Engraver/ metal; except above
4213-91	Engraver/ trophy or jewellery; apprentice
4213-01	Engraver/ trophy or jewellery; supervising staff
4213-21	Engraver/ trophy or jewellery; except above
7435-11	Enlarger/ <u>photographic</u>
2813-13	Entertainer/ dancing
2815-15	Entertainer/ <u>musical</u>
2817-13	Entertainer/ except above
2107-23	Entomologist
2109-11	Epidemiologist
8401-13	Erector, Carport
8499-15	Erector, Fence
8401-13	Erector, Garage
8405-11	Erector, Scaffold
8999-99	Erector, Sign
8405-17	Erector, Structural Steel
2999-99	Ergonomist
8911-13	Escort, Armoured Car
6699-99	Escort/ <u>personal service</u>
3207-11	Estimator, Quantity/ <u>building</u>
3207-11	Estimator/ Building
3201-11	Estimator/ Electrical
5301-21	Estimator/ Printing
5301-21	Estimator/ except above
4999-13	Etcher/ optical
2907-99	Etymologist
????-??	Examiner, Aircraft: Code to Engineer, Aircraft/ maintenance
3303-21	Examiner, Aircrew
3303-21	Examiner, Airmen, of
2701-11	Examiner, Bank
3905-17	Examiner, Car and Wagon
3905-99	Examiner, Driver
3501-13	Examiner, Fingerprint/ <u>police</u>

Code	Title/Task or Industry Response
3501-13	Examiner, Firearms
3303-21	Examiner, Flight Crew
3905-13	Examiner, Gas
5301-11	Examiner, Ledger
2999-99	Examiner, Patent
5999-99	Examiner, Pensions
8109-13	Examiner, Product/ quality control
5999-99	Examiner, Trademarks
3905-17	Examiner, Train
8109-13	Examiner/ <u>film</u>
8109-13	Examiner/ <u>manufacturing process</u>
2903-15	Examiner/ psychology; <u>army</u>
8109-13	Examiner/ <u>textile</u>
7201-23	Excavator, Sulfage
????-??	Executive, Account/ sales: Code to Representative, Sales
1303-11	Executive, Advertising/ managerial or administrative tasks
6201-21	Executive, Advertising/ selling advertising
1303-11	Executive, Advertising/ NAI (about specific tasks)
????-??	Executive, Chief/ own business: Code to Manager
1201-11	Executive, Chief/ except above
1303-11	Executive, Marketing/ managerial or administrative tasks
6201-21	Executive, Marketing/ selling advertising
1303-11	Executive, Marketing/ NAI (about specific tasks)
????-??	Executive, Sales: Code to Representative, Sales
1601-11	Exporter
8999-13	Exterminator
7407-25	Extruder, Sheathing

Code	Title/Task or <u>Industry</u> Response
4205-91	Fabricator, Aluminium/ apprentice
4205-01	Fabricator, Aluminium/ supervising staff
4205-11	Fabricator, Aluminium/ except above
4205-91	Fabricator, Metal/ apprentice
4205-01	Fabricator, Metal/ supervising staff
4205-11	Fabricator, Metal/ except above
8199-25	Fabricator, Plastic
4923-91	Faceter/ apprentice
4923-01	Faceter/ supervising staff
4923-13	Faceter/ except above
8203-11	Faller/ <u>timber</u>
1401-29	Farmer + Grazier
1401-17	Farmer/ <u>beef cattle only</u>
1401-29	Farmer/ <u>both livestock and crops</u>
1401-19	Farmer/ <u>dairy cattle only</u>
1401-11	Farmer/ <u>grain, oilseed or pasture only</u>
1401-23	Farmer/ <u>pig only</u>
1401-25	Farmer/ <u>poultry only</u>
1401-21	Farmer/ <u>sheep only</u>
1401-13	Farmer/ <u>sugar cane only</u>
1401-15	Farmer/ <u>tobacco only</u>
1401-00	Farmer/ <u>NAI (about type of farming)</u>
????-??	Farmhand: Code to Hand, <u>Farm</u>
4201-91	Farrier/ apprentice
4201-01	Farrier/ supervising staff
4201-13	Farrier/ except above
6601-17	Father, Cottage
6601-17	Father, House
7433-99	Feeder, Packaging Machine
8203-11	Feller, <u>Tree</u>
7423-11	Fellmonger
????-??	Fellow, Research: Code to Researcher
2501-13	Fellow, Teaching/ <u>university</u>
8499-11	Felter/ boiler or pipe
7425-99	Feltmaker
8499-15	Fencer
8413-11	Fettler
8199-25	Fibreglasser
7211-11	Fighter, Fire

Code	Title/Task or Industry Response
7411-11	Filler, Ampoule
7433-99	Filler, Bag
7433-99	Filler, Can
7499-99	Filler, Container/ pressurised
8907-11	Filler, Night
7433-99	Filler, Paint
7433-99	Filler, Sack
7431-19	Filler, Sausage
8907-11	Filler, Shelf
8199-39	Filleter, Fish
2811-15	Filmmaker
4507-91	Finisher, Book/ apprentice
4507-01	Finisher, Book/ supervising staff
4507-11	Finisher, Book/ except above
8403-11	Finisher, Concrete
4905-91	Finisher, Furniture/ apprentice
4905-01	Finisher, Furniture/ supervising staff
4905-19	Finisher, Furniture/ except above
4923-91	Finisher, Jewellery/ apprentice
4923-01	Finisher, Jewellery/ supervising staff
4923-11	Finisher, Jewellery/ except above
4923-91	Finisher, Metal/ <u>precious</u> : apprentice
4923-01	Finisher, Metal/ <u>precious</u> : supervising staff
4923-15	Finisher, Metal/ <u>precious</u> : except above
4209-00	Finisher, Metal/ except above
8109-13	Finisher, Tyre
8109-13	Finisher/ <u>clothing except furs, shoes or boots</u>
4911-91	Finisher/ <u>fur</u> : apprentice
4911-01	Finisher/ <u>fur</u> : supervising staff
4911-17	Finisher/ <u>fur</u> : except above
7435-11	Finisher/ <u>photographic</u>
7429-11	Finisher/ <u>shoes or boots</u>
7499-19	Firecontroller/ <u>navy</u>
7211-11	Firefighter
7211-11	Fireperson/ firefighting
7107-91	Fireperson/ <u>railway</u>
4909-01	Firer, Shot/ supervising staff
4909-11	Firer, Shot/ except above
3305-15	Fisherman, Master
3305-15	Fisherman/ skipper
8925-13	Fisherman/ except above
6301-15	Fishmonger/ selling or serving
1501-11	Fishmonger/ supervising staff, administration

Code	Title/Task or <u>Industry</u> Response
1501-11	Fishmonger/ NAI (about specific tasks)
4103-91	Fitter + Machinist/ apprentice
4103-01	Fitter + Machinist/ supervising staff
4103-11	Fitter + Machinist/ except above
4303-91	Fitter + Mechanic/ electrical/ apprentice
4303-01	Fitter + Mechanic/ electrical/ supervising staff
4303-11	Fitter + Mechanic/ electrical/ except above
4103-91	Fitter + Mechanic/ except above, apprentice
4103-01	Fitter + Mechanic/ except above; supervising staff
4103-11	Fitter + Mechanic/ except above; except above
4103-91	Fitter + Turner/ apprentice
4103-01	Fitter + Turner/ supervising staff
4103-11	Fitter + Turner/ except above
4103-91	Fitter + Welder/ apprentice
4103-01	Fitter + Welder/ supervising staff
4103-11	Fitter + Welder/ except above
4211-91	Fitter, Aircraft Engine/ apprentice
4211-01	Fitter, Aircraft Engine/ supervising staff
4211-11	Fitter, Aircraft Engine/ except above
4103-91	Fitter, Aircraft/ apprentice
4103-01	Fitter, Aircraft/ supervising staff
4103-13	Fitter, Aircraft/ except above
4211-91	Fitter, Airframe/ apprentice
4211-01	Fitter, Airframe/ supervising staff
4211-13	Fitter, Airframe/ except above
4999-29	Fitter, Armament
4305-91	Fitter, Automotive Electrical/ apprentice
4305-01	Fitter, Automotive Electrical/ supervising staff
4305-11	Fitter, Automotive Electrical/ except above
8401-13	Fitter, Awnings
8103-11	Fitter, Battery/ <u>vehicle manufacture</u>
8923-11	Fitter, Battery/ except above
8401-13	Fitter, Blinds
4601-91	Fitter, Brake/ apprentice
4601-01	Fitter, Brake/ supervising staff
4601-11	Fitter, Brake/ except above
4911-91	Fitter, Clothing/ dressmaking; apprentice
4911-01	Fitter, Clothing/ dressmaking; supervising staff
4911-13	Fitter, Clothing/ dressmaking; except above
4911-91	Fitter, Clothing/ tailoring; apprentice
4911-01	Fitter, Clothing/ tailoring; supervising staff
4911-11	Fitter, Clothing/ tailoring; except above
4911-00	Fitter, Clothing/ NAI (about type of fitting)
8401-13	Fitter, Curtain
4103-91	Fitter, Diesel/ apprentice
4103-01	Fitter, Diesel/ supervising staff
4103-11	Fitter, Diesel/ except above
8415-13	Fitter, Drill

Code	Title/Task or Industry Response
4303-91	Fitter, Electrical Instrument/ apprentice
4303-01	Fitter, Electrical Instrument/ supervising staff
4303-11	Fitter, Electrical Instrument/ except above
4303-91	Fitter, Electrical/ apprentice
4303-01	Fitter, Electrical/ supervising staff
4303-11	Fitter, Electrical/ except above
4103-91	Fitter, Engine/ apprentice
4103-01	Fitter, Engine/ supervising staff
4103-11	Fitter, Engine/ except above
8103-11	Fitter, Exhaust/ <u>vehicle manufacture</u>
8923-11	Fitter, Exhaust/ except above
4409-91	Fitter, Gas/ apprentice
4409-01	Fitter, Gas/ supervising staff
4409-13	Fitter, Gas/ except above
4103-91	Fitter, Heavy duty/ apprentice
4103-01	Fitter, Heavy duty/ supervising staff
4103-11	Fitter, Heavy duty/ except above
4103-91	Fitter, Hydraulic/ apprentice
4103-01	Fitter, Hydraulic/ supervising staff
4103-11	Fitter, Hydraulic/ except above
4213-91	Fitter, Instrument/ apprentice
4213-01	Fitter, Instrument/ supervising staff
4213-11	Fitter, Instrument/ except above
4401-91	Fitter, Kitchen/ apprentice
4401-01	Fitter, Kitchen/ supervising staff
4401-11	Fitter, Kitchen/ except above
4103-91	Fitter, Maintenance/ apprentice
4103-01	Fitter, Maintenance/ supervising staff
4103-11	Fitter, Maintenance/ except above
4103-91	Fitter, Mechanical/ apprentice
4103-01	Fitter, Mechanical/ supervising staff
4103-11	Fitter, Mechanical/ except above
8103-11	Fitter, Muffler/ <u>vehicle manufacture</u>
8923-11	Fitter, Muffler/ except above
4999-13	Fitter, Ophthalmic Lens
4409-91	Fitter, Pipe/ gas; apprentice
4409-01	Fitter, Pipe/ gas; supervising staff
4409-13	Fitter, Pipe/ gas; except above
4409-91	Fitter, Pipe/ except above; apprentice
4409-01	Fitter, Pipe/ except above; supervising staff
4409-11	Fitter, Pipe/ except above; except above
4103-91	Fitter, Plant/ apprentice
4103-01	Fitter, Plant/ supervising staff
4103-11	Fitter, Plant/ except above
4307-91	Fitter, Refrigeration/ apprentice
4307-01	Fitter, Refrigeration/ supervising staff
4307-13	Fitter, Refrigeration/ except above
4401-91	Fitter, Shop/ apprentice
4401-01	Fitter, Shop/ supervising staff

Code	Title/Task or Industry Response
4401-11	Fitter, Shop/ except above
8401-13	Fitter, Shower Screen
8923-11	Fitter, Spring
4409-91	Fitter, Sprinkler/ apprentice
4409-01	Fitter, Sprinkler/ supervising staff
4409-11	Fitter, Sprinkler/ except above
8103-11	Fitter, Sunroof/ <u>vehicle manufacture</u>
8923-11	Fitter, Sunroof/ except above
4103-91	Fitter, Tool/ apprentice
4103-01	Fitter, Tool/ supervising staff
4103-13	Fitter, Tool/ except above
8103-11	Fitter, Tyre/ <u>vehicle manufacture</u>
8923-11	Fitter, Tyre/ except above
8401-13	Fitter, Window
8103-11	Fitter, Windscreen/ <u>vehicle manufacture</u>
8923-11	Fitter, Windscreen/ except above
4103-11	Fitter/ NAI (about type of fitting)
4407-91	Fixer, Ceiling/ apprentice
4407-01	Fixer, Ceiling/ supervising staff
4407-13	Fixer, Ceiling/ except above
4407-91	Fixer, Cornice/ apprentice
4407-01	Fixer, Cornice/ supervising staff
4407-13	Fixer, Cornice/ except above
4407-91	Fixer, Gyprock/ apprentice
4407-01	Fixer, Gyprock/ supervising staff
4407-13	Fixer, Gyprock/ except above
4407-91	Fixer, Plaster/ apprentice
4407-01	Fixer, Plaster/ supervising staff
4407-13	Fixer, Plaster/ except above
4411-91	Fixer, Roof/ apprentice
4411-01	Fixer, Roof/ supervising staff
4411-11	Fixer, Roof/ except above
8405-15	Fixer, Steel
4413-91	Fixer, Tile/ ceramic or quarry; apprentice
4413-01	Fixer, Tile/ ceramic or quarry; supervising staff
4413-11	Fixer, Tile/ ceramic or quarry; except above
8999-99	Flagperson/ <u>railway</u>
2815-17	Flautist
1401-99	Floriculturist
4999-91	Florist/ apprentice
4999-01	Florist/ supervising staff
4999-25	Florist/ except above
4507-91	Folder/ <u>bookbinding</u> ; apprentice
4507-01	Folder/ <u>bookbinding</u> ; supervising staff
4507-11	Folder/ <u>bookbinding</u> ; except above

Code	Title/Task or Industry Response
8917-11	Folder/ <u>clothing</u>
3915-15	Footballer
????-??	Foreperson: Disregard Title
2107-25	Forester
7405-11	Forger/ <u>metal</u> ; operating forging machine
4201-91	Forger/ <u>metal</u> ; except above; apprentice
4201-01	Forger/ <u>metal</u> ; except above; supervising staff
4201-11	Forger/ <u>metal</u> ; except above; except above
4401-91	Formworker/ <u>carpentry</u> ; apprentice
4401-01	Formworker/ <u>carpentry</u> ; supervising staff
4401-11	Formworker/ <u>carpentry</u> ; except above
4903-91	Framemaker/ <u>furniture</u> ; apprentice
4903-01	Framemaker/ <u>furniture</u> ; supervising staff
4903-11	Framemaker/ <u>furniture</u> ; except above
4905-91	Framer, Picture/ apprentice
4905-01	Framer, Picture/ supervising staff
4905-13	Framer, Picture/ except above
4401-91	Framer, Roof/ apprentice
4401-01	Framer, Roof/ supervising staff
4401-11	Framer, Roof/ except above
4401-91	Framer, Wall/ apprentice
4401-01	Framer, Wall/ supervising staff
4401-11	Framer, Wall/ except above
5101-11	Friday, Girl
6301-15	Fruiterer/ selling or serving
1501-11	Fruiterer/ supervising staff, administration
1501-11	Fruiterer/ NAI (about specific tasks)
8999-13	Fumigator
7315-11	Furnaceman
7417-11	Furnaceman, Glass
4911-91	Furrier/ apprentice
4911-01	Furrier/ supervising staff
4911-17	Furrier/ except above

Code	Title/Task or Industry Response
4309-91	Gaffer/ <u>film production</u> : apprentice
4309-01	Gaffer/ <u>film production</u> : supervising staff
4309-11	Gaffer/ <u>film production</u> : except above
8199-11	Galvaniser
8203-01	Ganger, Forestry
????-??	Ganger: Code to Labourer
7105-13	Garbageman/ driving truck
8905-11	Garbageman/ except above
7105-13	Garbologist/ driving truck
8905-11	Garbologist/ except above
4805-13	Gardener, Landscape
1401-33	Gardener, Market
4805-91	Gardener/ apprentice
4805-01	Gardener/ supervising staff
4805-11	Gardener/ except above
4409-91	Gasfitter/ apprentice
4409-01	Gasfitter/ supervising staff
4409-13	Gasfitter/ except above
2303-99	Gastroenterologist
8901-15	Gatekeeper
8299-99	Gatherer, Kelp
4923-91	Gemmologist/ apprentice
4923-01	Gemmologist/ supervising staff
4923-13	Gemmologist/ except above
1201-11	General/ <u>army</u>
2107-99	Geneticist
2103-11	Geochemist
2907-13	Geographer
2103-11	Geologist
2103-13	Geomorphologist
2103-13	Geophysicist
2103-13	Geostatistician
2303-99	Geriatrician
8203-11	Getter, Timber
7421-13	Ginner, Cotton
5101-11	Girl Friday

Code	Title/Task or <u>Industry Response</u>
8903-11	Girl, Bell
5605-11	Girl, Copy
8999-99	Girl, Delivery
5605-11	Girl, Message
8999-99	Girl, Milk
????-??	Girl, Office: Code to Clerk
8999-99	Girl, Paper/ delivering newspapers
6501-17	Girl, Paper/ selling papers
6501-17	Girl, Paper/ NAI (about specific tasks)
8999-99	Girl, Trolley
6601-00	Giver, Care/ child
6601-99	Giver, Care/ <u>disabled or handicapped persons' hostel</u>
6601-99	Giver, Care/ <u>elderly or infirm persons' hostel</u>
6601-99	Giver, Care/ <u>sheltered workshop</u>
6601-15	Giver, Family Day Care
4921-91	Glazier/ apprentice
4921-01	Glazier/ supervising staff
4921-11	Glazier/ except above
8999-99	Gofer
4923-91	Goldsmith/ apprentice
4923-01	Goldsmith/ supervising staff
4923-15	Goldsmith/ except above
3915-15	Golfer
8999-99	Gopher
6601-99	Governess/ child care, not teaching
2505-00	Governess/ teaching
1101-99	Governor/ state or commonwealth
8109-11	Grader, Egg
3999-37	Grader, Fur
3999-37	Grader, Leather
8109-11	Grader/ <u>dairy products</u>
8109-11	Grader/ <u>fruit and vegetable</u>
8109-11	Grader/ <u>meat</u>
8109-11	Grader/ <u>timber</u>
????-??	Grazier: Code to Farmer
7201-91	Greaser, Shovel
7303-13	Greaser/ tending ship's boiler
8999-99	Greaser/ except above
6301-15	Greengrocer/ selling or serving
1501-11	Greengrocer/ supervising staff, administration
1501-11	Greengrocer/ NAI (about specific tasks)

Code	Title/Task or Industry Response
4803-91	Greenkeeper/ apprentice
4803-01	Greenkeeper/ supervising staff
4803-11	Greenkeeper/ except above
4999-13	Grinder, Optical
4999-13	Grinder, Precision/ <u>glass</u>
4213-91	Grinder, Precision/ <u>metal</u> : apprentice
4213-01	Grinder, Precision/ <u>metal</u> : supervising staff
4213-11	Grinder, Precision/ <u>metal</u> : except above
4213-91	Grinder, Saw/ apprentice
4213-01	Grinder, Saw/ supervising staff
4213-17	Grinder, Saw/ except above
4213-91	Grinder, Tool/ apprentice
4213-01	Grinder, Tool/ supervising staff
4213-11	Grinder, Tool/ except above
8999-99	Grip
6301-15	Grocer/ selling or serving
1501-11	Grocer/ supervising staff, administration
1501-11	Grocer/ NAI (about specific tasks)
8999-11	Groom/ <u>animal except horse</u>
8201-11	Groom/ <u>horseracing or stud farming</u>
4803-91	Groundsman/ apprentice
4803-01	Groundsman/ supervising staff
4803-11	Groundsman/ except above
1401-99	Grower/ <u>cotton</u>
1401-31	Grower/ <u>fruit or nut</u>
1401-11	Grower/ <u>grain, oilseed or pasture</u>
1401-33	Grower/ <u>vegetable</u>
1401-11	Grower/ <u>wheat</u>
1401-00	Grower/ NAI (about type of crop)
8911-99	Guard, Body
3911-01	Guard, Chief/ <u>prison</u> : supervising staff
8999-99	Guard, Crossing
8911-13	Guard, Security/ <u>except railway</u>
7499-19	Guard/ airfield defence; <u>defence forces</u>
3911-01	Guard/ <u>prison</u> : supervising staff
3911-11	Guard/ <u>prison</u> : except above
8911-11	Guard/ <u>railway</u> : security or patrol
6405-11	Guard/ <u>railway</u> : selling tickets
8911-15	Guard/ <u>railway</u> : except above
6699-13	Guide, Tourist
6699-99	Guide/ <u>museum or art gallery</u>
2815-17	Guitarist
7499-19	Gunner, Quartermaster/ <u>defence forces</u>

Code	Title/Task or Industry Respons.
------	---------------------------------

????-??	Gunner/ <u>army</u> : Disregard Title
---------	---------------------------------------

4213-91	Gunsmith/ apprentice
---------	----------------------

4213-01	Gunsmith/ supervising staff
---------	-----------------------------

4213-19	Gunsmith/ except above
---------	------------------------

8199-33	Gutter/ <u>Abattoir</u>
---------	-------------------------

2303-15	Gynaecologist
---------	---------------

Code	Title/Task or <u>Industry</u> Response
2303-37	Haematologist
4927-91	Hairdresser/ apprentice
4927-01	Hairdresser/ supervising staff
4927-11	Hairdresser/ except above
4927-91	Hairstylist/ apprentice
4927-01	Hairstylist/ supervising staff
4927-11	Hairstylist/ except above
7427-11	Hand, Alteration/ garments
8925-11	Hand, Barge
8407-11	Hand, Barrow/ earthmoving
8199-29	Hand, Bench
8199-29	Hand, Binding
????-??	Hand, Block/ driving or operating machinery or plant: Code to Operator
8201-13	Hand, Block/ except above
8199-41	Hand, Bread Room
8199-99	Hand, Brewhouse
8199-43	Hand, Butter Room
8415-11	Hand, Cable/ <u>mining</u>
6403-11	Hand, Cafe/ checkout operating
6301-15	Hand, Cafe/ counter service
8919-11	Hand, Cafe/ kitchen work
8919-11	Hand, Cafe/ NAI (about specific tasks)
8919-11	Hand, Catering
7433-11	Hand, Cellar/ <u>winery</u>
8907-11	Hand, Cellar/ except above
????-??	Hand, Charge: Disregard Title
8907-11	Hand, Chiller
6301-15	Hand, Counter
????-??	Hand, <u>Dairy</u> / driving or operating machinery or plant: Code to Operator
8201-11	Hand, <u>Dairy</u> / except above
8925-11	Hand, Deck
8907-11	Hand, Despatch
????-??	Hand, <u>Dock</u> / driving or operating machinery or plant: Code to Operator
8909-11	Hand, <u>Dock</u> / except above
????-??	Hand, <u>Factory</u> / assembly: Code to Assembler
8301-11	Hand, <u>Factory</u> / cleaning
????-??	Hand, <u>Factory</u> / driving or operating machinery or plant: Code to Operator
????-??	Hand, <u>Factory</u> / hand packing: Code to Packer, Hand
8109-13	Hand, <u>Factory</u> / quality control; examining
8109-15	Hand, <u>Factory</u> / quality control; testing
8109-00	Hand, <u>Factory</u> / quality control; NAI (about specific tasks)
????-??	Hand, <u>Factory</u> / except above: Code to Labourer, <u>Factory</u>
8201-11	Hand, <u>Farm/ cereal or grain cropping</u>
8201-11	Hand, <u>Farm/ cotton or sugar cane</u>
????-??	Hand, <u>Farm</u> / driving or operating machinery or plant: Code to Operator
8201-13	Hand, <u>Farm/ fruit, vegetables, nuts or flowers</u>
8201-11	Hand, <u>Farm/ livestock except poultry</u>

Code	Title/Task or Industry Response
8201-99	Hand, <u>Farm/ poultry or egg production</u>
8201-00	Hand, <u>Farm/ NAI (about type of farming)</u>
8201-99	Hand, <u>Farm/</u> except above
8925-11	Hand, Ferry
????-??	Hand, <u>Forestry/</u> driving or operating machinery or plant: Code to Operator
8203-13	Hand, <u>Forestry/</u> except above
8907-11	Hand, Freezer
8919-11	Hand, Galley
8301-21	Hand, Garage/ car cleaning, not lube or repairs
8101-99	Hand, Garage/ lube or workshop
6599-21	Hand, Garage/ selling or serving
6599-21	Hand, Garage/ NAI (about specific tasks)
8205-13	Hand, Garden
7407-23	Hand, Gun/ <u>plastics</u>
8201-99	Hand, Hatchery
8919-11	Hand, Kitchen
8919-11	Hand, Kitchen + Cleaner
8919-11	Hand, Kitchen + Cook
8199-33	Hand, Knife
????-??	Hand, <u>Laundry/</u> driving or operating machinery or plant: Code to Operator
8917-11	Hand, <u>Laundry/</u> except above
????-??	Hand, Leading: Disregard Title
????-??	Hand, <u>Mill/</u> driving or operating machinery or plant: Code to Operator
8199-11	Hand, <u>Mill/ metal</u>
8199-17	Hand, <u>Mill/ paper</u>
8199-13	Hand, <u>Mill/ timber</u>
8199-00	Hand, <u>Mill/ NAI (about type of mill)</u>
????-??	Hand, <u>Nursery/ horticulture:</u> driving or operating machinery or plant: Code to Operator
8205-11	Hand, <u>Nursery/ horticulture:</u> except above
????-??	Hand, <u>Orchard/</u> driving or operating machinery or plant: Code to Operator
8201-13	Hand, <u>Orchard/</u> except above
8919-11	Hand, Pantry
7415-00	Hand, Paper Machine/ NAI (about type of machine)
8199-29	Hand, Printing
7433-99	Hand, Publishing
7399-19	Hand, Railway Turntable
4911-91	Hand, Sample/ <u>clothing:</u> apprentice
4911-01	Hand, Sample/ <u>clothing:</u> supervising staff
4911-13	Hand, Sample/ <u>clothing:</u> except above
8919-11	Hand, Sandwich
8201-15	Hand, Shed/ shearing
8199-11	Hand, Shovel/ <u>steelworks</u>
7315-11	Hand, Smelt
8201-11	Hand, Stable
8999-99	Hand, Stage
????-??	Hand, Station/ driving or operating machinery or plant: Code to Operator
8201-11	Hand, Station/ except above
8201-11	Hand, Stock/ livestock or farming
????-??	Hand, Stock/ except above: Code to Storeman

Code	Title/Task or <u>Industry</u> Response
8907-11	Hand, Store
8201-11	Hand, Stud
8999-99	Hand, Studio
8411-11	Hand, Survey
7499-23	Hand, Table/ <u>printing</u>
8199-29	Hand, Table/ except above
8925-11	Hand, Trawler
8925-11	Hand, Tug
????-??	Hand, Vineyard/ driving or operating machinery or plant: Code to Operator
8201-13	Hand, Vineyard/ except above
8199-00	Hand, Yard/ <u>factory</u> : NAI (about type of factory)
????-??	Hand, Yard/ <u>factory</u> : except above: Code to Labourer, <u>Factory</u>
8999-19	Hand, Yard/ <u>hotel</u>
????-??	Hand/ driving or operating machinery or plant: Code to Operator
7299-99	Handler, Aircraft/ <u>army</u>
8199-21	Handler, Brick/ <u>brickworks</u>
4931-99	Handler, Dog
7309-11	Handler, Fluids
8909-11	Handler, Freight
7309-11	Handler, Grain
8999-19	Handyman
8999-19	Handyman + Gardener
7315-13	Hardener
4911-91	Hatter/ apprentice
4911-01	Hatter/ supervising staff
4911-21	Hatter/ except above
7105-13	Haulier
6501-15	Hawker
2503-01	Head, Department/ <u>TAFE</u>
1317-99	Head, Department/ <u>university</u>
1317-99	Head, Faculty
2503-01	Head, School, of/ <u>TAFE</u>
1317-99	Head, School, of/ <u>university</u>
1317-11	Headmaster
1317-11	Headmistress
2107-23	Helminthologist
6607-11	Help, Companion
8301-99	Help, Domestic/ cleaning
8919-11	Help, Domestic/ kitchen work
8917-11	Help, Domestic/ laundry work
8301-99	Help, Domestic/ NAI (about specific tasks)
????-??	Help, <u>Farm</u> / driving or operating machinery or plant: Code to Operator

Code	Title/Task or Industry Response
8201-11	Help, <u>Farm</u> except above
6607-11	Help, Home/ caring for aged or infirm
6601-15	Help, Home/ child care
8301-99	Help, Home/ cleaning and other domestic duties
8919-11	Help, Kitchen
????-??	Help/ driving or operating machinery or plant: Code to Operator
8415-13	Helper, Cementer/ <u>oil well</u>
6601-00	Helper, Child Care
6607-11	Helper, Companion
8301-99	Helper, Domestic/ cleaning
8919-11	Helper, Domestic/ kitchen work
8917-11	Helper, Domestic/ laundry work
8301-99	Helper, Domestic/ NAI (about specific tasks)
????-??	Helper, <u>Farm</u> driving or operating machinery or plant: Code to Operator
8201-11	Helper, <u>Farm</u> except above
6607-11	Helper, Home/ caring for aged or infirm
6601-15	Helper, Home/ child care
8301-99	Helper, Home/ cleaning and other domestic duties
6601-11	Helper, Kindergarten
8919-11	Helper, Kitchen
8415-11	Helper, Observer/ <u>mining</u>
8415-11	Helper, Shooter/ <u>mining</u>
7427-13	Hemstitcher
2399-99	Herbalist
2107-23	Herpetologist
2107-11	Histologist
2303-37	Histopathologist
2907-15	Historian
5999-99	Holder, Copy
2399-99	Homeopath
4931-11	Horsebreaker
4931-99	Horsetrainer
4805-91	Horticulturist/ landscape; apprentice
4805-01	Horticulturist/ landscape; supervising staff
4805-13	Horticulturist/ landscape; except above
1401-33	Horticulturist/ except above
6609-11	Hostess, Air
6609-11	Hostess, Airline
????-??	Hostess, <u>Fast Food Outlet</u> : Code to Assistant, Sales
6609-11	Hostess, Flight
6599-15	Hostess/ demonstrating goods

Code	Title/Task or Industry Response
6599-17	Hostess/ rental
6505-11	Hostess/ <u>restaurant</u> ; except fast food
4705-13	Hotel-Keeper/ cooking
5601-11	Hotel-Keeper/ receiving guests
1505-11	Hotel-Keeper/ supervising staff, administration
6503-11	Hotel-Keeper/ tending bar
1505-11	Hotel-Keeper/ NAI (about specific tasks)
4705-13	Hotelier/ cooking
5601-11	Hotelier/ receiving guests
1505-11	Hotelier/ supervising staff, administration
6503-11	Hotelier/ tending bar
1505-11	Hotelier/ NAI (about specific tasks)
6601-17	Housefather
6607-11	Housekeeper + Companion
8915-11	Housekeeper/ <u>commercial</u>
8915-13	Housekeeper/ <u>private house</u>
8301-99	Housemaid
2403-01	Housemaster, Head/ <u>primary school</u>
2403-01	Housemaster, Senior/ <u>primary school</u>
2403-11	Housemaster/ <u>primary school</u>
6601-17	Housemaster/ residential care; not teaching
2405-11	Housemaster/ <u>secondary school</u>
2400-00	Housemaster/ <u>NAI (about specific tasks or type of school)</u>
2403-01	Housemistress, Head/ <u>primary school</u>
2403-01	Housemistress, Senior/ <u>primary school</u>
2403-11	Housemistress/ <u>primary school</u>
6601-17	Housemistress/ residential care; not teaching
2405-11	Housemistress/ <u>secondary school</u>
2400-00	Housemistress/ <u>NAI (about specific tasks or type of school)</u>
6601-17	Housemother
4105-91	Housepainter/ apprentice
4405-01	Housepainter/ supervising staff
4405-11	Housepainter/ except above
6601-17	Houseparent
2103-13	Hydrogeologist
3103-17	Hydrographer
2103-13	Hydrologist
3101-15	Hygienist, Dental
2999-99	Hygienist, Occupational
2399-99	Hypnotherapist

Code	Title/Task or <u>Industry</u> Response
2107-23	Ichthyologist
2805-19	Illustrator
2303-37	Immunologist
2817-13	Impersonator
????-??	Importer/ selling: Code to Representative, Sales
1601-11	Importer/ supervising staff, administration
1601-11	Importer/ NAI (about specific tasks)
7499-19	Infantryman/ <u>army</u>
1505-11	Innkeeper/ supervising staff, administration
6503-11	Innkeeper/ tending bar
1505-11	Innkeeper/ NAI (about specific tasks)
8199-29	Insertor/ <u>newspaper or printing</u>
3905-15	Inspector, Agricultural
????-??	Inspector, Aircraft: Code to Engineer, Aircraft/ maintenance
3905-99	Inspector, Apprenticeship
3905-23	Inspector, Arbitration
8109-13	Inspector, Automobile/ <u>assembly line</u>
3905-99	Inspector, Automobile/ <u>motor registry</u>
3905-99	Inspector, Beach
3905-13	Inspector, Boiler
3905-25	Inspector, Boring
3905-11	Inspector, Building
3905-31	Inspector, Bus
3905-15	Inspector, Cane
3905-99	Inspector, Casino
3905-13	Inspector, Crane
3905-11	Inspector, Drainage
3905-11	Inspector, Electrical
3905-15	Inspector, Fisheries
3303-21	Inspector, Flight Engineer
8109-13	Inspector, Garment
3905-13	Inspector, Gas
3905-21	Inspector, Health
3905-15	Inspector, Horticultural
3905-11	Inspector, Housing
3905-21	Inspector, Industrial Hygiene
6103-01	Inspector, Insurance
3905-99	Inspector, Licensing
3905-99	Inspector, Litter
3905-17	Inspector, Locomotive
3905-15	Inspector, Meat
3905-13	Inspector, Mechanical
3905-13	Inspector, Mines
3905-99	Inspector, Ordinance

Code	Title/Task or <u>Industry</u> Response
5999-99	Inspector, Parking
3905-99	Inspector, Pest Control
3905-15	Inspector, Plant
3905-11	Inspector, Plumbing
1319-11	Inspector, Police
3905-13	Inspector, Pressure Vessels
4205-01	Inspector, Pressure Weld
8109-13	Inspector, Quality Control
3905-15	Inspector, Quarantine
3905-13	Inspector, Safety
3905-21	Inspector, Sanitary
3905-13	Inspector, Scaffolding
2905-13	Inspector, School
3905-99	Inspector, Taxation
8109-13	Inspector, Textile
3905-31	Inspector, Traffic
3905-31	Inspector, Tram
3905-99	Inspector, Travel Accommodation
8109-13	Inspector, Vehicle/ <u>assembly line</u>
3905-99	Inspector, Vehicle/ <u>motor registry</u>
3905-21	Inspector, Water
3905-99	Inspector, Weights and Measures
3905-11	Inspector, Works, of
3905-00	Inspector/ <u>government</u> ; NAI (about what is inspected)
4203-91	Installer, Air Conditioning/ installing ducting; apprentice
4203-01	Installer, Air Conditioning/ installing ducting; supervising staff
4203-17	Installer, Air Conditioning/ installing ducting; except above
4307-91	Installer, Airconditioning/ installing plant; apprentice
4307-01	Installer, Airconditioning/ installing plant; supervising staff
4307-11	Installer, Airconditioning/ installing plant; except above
4311-91	Installer, Alarms/ apprentice
4311-01	Installer, Alarms/ supervising staff
4311-99	Installer, Alarms/ except above
8401-13	Installer, Antenna
8401-13	Installer, Awnings
8401-13	Installer, Blinds
4309-91	Installer, Electrical/ apprentice
4309-01	Installer, Electrical/ supervising staff
4309-11	Installer, Electrical/ except above
8401-11	Installer, Fibreglass
8401-13	Installer, Fireplace
4921-91	Installer, Glass/ apprentice
4921-01	Installer, Glass/ supervising staff
4921-11	Installer, Glass/ except above
8401-11	Installer, Insulation
4399-11	Installer, Lift
8401-13	Installer, Pool
8401-13	Installer, Security Door

Code	Title/Task or Industry Response
4311-91	Installer, Security Systems/ apprentice
4311-01	Installer, Security Systems/ supervising staff
4311-99	Installer, Security Systems/ except above
4409-91	Installer, Septic Tank/ apprentice
4409-01	Installer, Septic Tank/ supervising staff
4409-15	Installer, Septic Tank/ except above
8401-13	Install Shower Screen
4311-91	Installer, Telephone/ apprentice
4311-01	Installer, Telephone/ supervising staff
4311-13	Installer, Telephone/ except above
8401-13	Installer, Window
8401-13	Installer/ home improvements
2505-19	Instructor, Driving
2505-21	Instructor, Flying
2505-23	Instructor, Ground School
2705-13	Instructor/ <u>defence forces</u>
2705-13	Instructor/ <u>financial institution</u>
2503-13	Instructor/ <u>TAFE</u> ; general education
2503-11	Instructor/ <u>TAFE</u> ; trades courses
2503-00	Instructor/ <u>TAFE</u> ; NAI (about type of course)
2505-00	Instructor/ except above; NAI (about subject)
2505-99	Instructor/ except above; except above
2815-17	Instrumentalist
8401-11	Insulator, Building
2301-11	Intern
2999-19	Interpreter
6301-25	Interpreter, Parts/ <u>vehicle parts</u>
3207-15	Interpreter, Photographic/ <u>air force</u>
5905-13	Interviewer/ employment
5999-99	Interviewer/ except above
3905-99	Investigator, Accident/ aircraft
3905-19	Investigator, Customs/ examining cargo or baggage
3999-99	Investigator, Insurance
3999-99	Investigator, Private
3999-99	Investigator, Railway
3905-99	Investigator, Taxation
6699-99	Invigilator
8917-11	Ironer

Code	Title/Task or <u>Industry</u> Response
8203-11	Jack, Lumber
1401-91	Jackaroo
8913-11	Janitor
4923-91	Jeweller/ apprentice
4923-01	Jeweller/ supervising staff
4923-11	Jeweller/ except above
4101-91	Jigmaker/ metal; apprentice
4101-01	Jigmaker/ metal; supervising staff
4101-11	Jigmaker/ metal; except above
4901-91	Jigmaker/ wood; apprentice
4901-01	Jigmaker/ wood; supervising staff
4901-11	Jigmaker/ wood; except above
1401-91	Jillaroo
2819-11	Jockey, Disc
6599-21	Jockey, Pump
8909-17	Jockey, Truck
3915-91	Jockey/ apprentice
3915-13	Jockey/ except above
8103-11	Joiner, Aluminium
4401-91	Joiner/ apprentice
4401-01	Joiner/ supervising staff
4401-13	Joiner/ except above
4301-91	Jointer, Cable/ <u>electrical</u> ; apprentice
4301-01	Jointer, Cable/ <u>electrical</u> ; supervising staff
4301-13	Jointer, Cable/ <u>electrical</u> ; except above
4311-91	Jointer, Cable/ <u>telecommunications</u> ; apprentice
4311-01	Jointer, Cable/ <u>telecommunications</u> ; supervising staff
4311-15	Jointer, Cable/ <u>telecommunications</u> ; except above
4409-91	Jointer, Pipe/ apprentice
4409-01	Jointer, Pipe/ supervising staff
4409-11	Jointer, Pipe/ except above
2807-13	Journalist
2807-91	Journalist, Cadet
1103-13	Judge/ <u>courts</u>
3915-17	Judge/ <u>horse racing</u>
2817-13	Juggler

Code	Title/Task or Industry Response
8999-11	Keeper, Animal
5301-11	Keeper, Book
1599-99	Keeper, Brothel
8901-15	Keeper, Gate
4803-91	Keeper, Green/ apprentice
4803-01	Keeper, Green/ supervising staff
4803-11	Keeper, Green/ except above
5301-11	Keeper, Ledger
7399-99	Keeper, Lighthouse
4705-13	Keeper, Motel/ cooking
5601-11	Keeper, Motel/ receiving guests
1505-11	Keeper, Motel/ supervising staff, administration
1505-11	Keeper, Motel/ NAI (about specific tasks)
8999-11	Keeper, Pound
7399-29	Keeper, Reservoir
????-??	Keeper, Shop: Code to Manager, <u>Shop</u>
8907-11	Keeper, Store/ looking after warehouse
????-??	Keeper, Store/ shop: Code to Manager, <u>Shop</u>
8907-11	Keeper, Store/ NAI (about specific tasks)
1505-11	Keeper, Tavern/ supervising staff, administration
6503-11	Keeper, Tavern/ tending bar
1505-11	Keeper, Tavern/ NAI (about specific tasks)
8999-11	Keeper, Zoo
8999-11	Kennelmaid
7315-11	Kettleman/ furnace
7405-11	Keycutter
8919-11	Kitchenhand
8919-11	Kitchenhand + Cleaner
8919-11	Kitchenhand + Cook
8919-11	Kitchenmaid
8199-33	Knifehand
7425-15	Knitter/ operating machine
4925-91	Knitter/ except above; apprentice
4925-01	Knitter/ except above; supervising staff
4925-99	Knitter/ except above; except above

Code	Title/Task or Industry Response
8199-35	Labourer, <u>Abattoir/</u> boning or slicing
????-??	Labourer, <u>Abattoir/</u> driving or operating machinery or plant: Code to Operator
8199-33	Labourer, <u>Abattoir/</u> except above
8101-11	Labourer, Blacksmith's
7431-17	Labourer, <u>Brewery/</u> operating brewing machine
????-??	Labourer, <u>Brewery/</u> except above: Code to Labourer, <u>Factory</u>
8101-13	Labourer, Brickie's
8101-13	Labourer, Bricklayer's
8000-00	Labourer, Bridge/ NAI (about specific tasks)
8403-11	Labourer, Builder's/ concreting
8407-11	Labourer, Builder's/ digging; not operating machinery or plant
????-??	Labourer, Builder's/ driving or operating machinery or plant: Code to Operator
8409-11	Labourer, Builder's/ paving except concreting
8405-17	Labourer, Builder's/ structural steel erecting
8499-17	Labourer, Builder's/ except above
8101-13	Labourer, Carpenter's
8403-11	Labourer, Concrete
8403-11	Labourer, Concreter's
8403-11	Labourer, Construction/ concreting
8407-11	Labourer, Construction/ digging; not operating machinery or plant
????-??	Labourer, Construction/ driving or operating machinery or plant: Code to Operator
8409-11	Labourer, Construction/ paving except concreting
8405-17	Labourer, Construction/ structural steel erecting
8499-17	Labourer, Construction/ except above
????-??	Labourer, <u>Council/</u> cleaning: Code to Cleaner
8403-11	Labourer, <u>Council/</u> concreting
????-??	Labourer, <u>Council/</u> driving or operating machinery or plant: Code to Operator
8499-15	Labourer, <u>Council/</u> fencing
7105-13	Labourer, <u>Council/</u> garbage collection; driving truck
8905-11	Labourer, <u>Council/</u> garbage collection; not driving
8205-13	Labourer, <u>Council/</u> mowing, tree planting or trimming, etc.
8205-13	Labourer, <u>Council/</u> parks and gardens
8409-11	Labourer, <u>Council/</u> paving and surfacing except concreting; not operating machinery or plant
8499-17	Labourer, <u>Council/</u> pipe laying
8409-11	Labourer, <u>Council/</u> roadmaking or repair except concreting; not operating machinery or plant
7299-99	Labourer, <u>Council/</u> streetsweeping; driving roadsweeper
8301-99	Labourer, <u>Council/</u> streetsweeping; not driving
8000-00	Labourer, <u>Council/</u> NAI (about specific tasks)
????-??	Labourer, <u>Dairy/</u> driving or operating machinery or plant: Code to Operator
8201-11	Labourer, <u>Dairy/</u> except above
????-??	Labourer, <u>Factory/</u> assembly: Code to Assembler
8199-41	Labourer, <u>Factory/</u> bakery or biscuit
8199-19	Labourer, <u>Factory/</u> cement or concrete products
8199-23	Labourer, <u>Factory/</u> chemical
8199-21	Labourer, <u>Factory/</u> clay or brick
8301-11	Labourer, <u>Factory/</u> cleaning
8199-43	Labourer, <u>Factory/</u> dairy products

Code	Title/Task or Industry Response
????-??	Labourer, <u>Factory</u> / driving or operating machinery or plant: Code to Operator
8199-45	Labourer, <u>Factory</u> / egg
8199-39	Labourer, <u>Factory</u> / fish
8199-47	Labourer, <u>Factory</u> / fruit or vegetables
8199-31	Labourer, <u>Factory</u> / glass
????-??	Labourer, <u>Factory</u> / hand packing: Code to Packer, Hand
8199-27	Labourer, <u>Factory</u> / hide or skin
8199-35	Labourer, <u>Factory</u> / meatworks; boning or slicing
8199-33	Labourer, <u>Factory</u> / meatworks; except above
8199-11	Labourer, <u>Factory</u> / metal
8199-23	Labourer, <u>Factory</u> / munitions
8199-23	Labourer, <u>Factory</u> / paint
8199-17	Labourer, <u>Factory</u> / paper or paper products
8199-37	Labourer, <u>Factory</u> / poultry
8199-29	Labourer, <u>Factory</u> / printing
8109-13	Labourer, <u>Factory</u> / quality control; examining
8109-15	Labourer, <u>Factory</u> / quality control; testing
8109-00	Labourer, <u>Factory</u> / quality control; NAI (about specific tasks)
8199-25	Labourer, <u>Factory</u> / rubber or plastic
8199-13	Labourer, <u>Factory</u> / sawmill
8107-11	Labourer, <u>Factory</u> / spraypainting
8199-27	Labourer, <u>Factory</u> / tannery or fellmongery
8199-15	Labourer, <u>Factory</u> / wood products
8199-00	Labourer, <u>Factory</u> / NAI (about type of factory)
????-??	Labourer, <u>Farm</u> : Code to Hand, <u>Farm</u>
8401-13	Labourer, <u>Fencing</u>
8101-11	Labourer, Fitter's
????-??	Labourer, <u>Forestry</u> / driving or operating machinery or plant: Code to Operator
3203-13	Labourer, <u>Forestry</u> / except above
????-??	Labourer, <u>Foundry</u> / driving or operating machinery or plant: Code to Operator
8199-11	Labourer, <u>Foundry</u> / except above
????-??	Labourer, <u>Furnace</u> / driving or operating machinery or plant: Code to Operator
8199-11	Labourer, <u>Furnace</u> / except above
8201-13	Labourer, <u>Garden</u> / market gardening
8205-13	Labourer, <u>Garden</u> / except above
????-??	Labourer, <u>Kiln</u> / driving or operating machinery or plant: Code to Operator
8199-21	Labourer, <u>Kiln</u> / except above
????-??	Labourer, <u>Laundry</u> / driving or operating machinery or plant: Code to Operator
8917-11	Labourer, <u>Laundry</u> / except above
8201-13	Labourer, <u>Market Garden</u>
8199-35	Labourer, <u>Meatworks</u> / boning or slicing
????-??	Labourer, <u>Meatworks</u> / driving or operating machinery or plant: Code to Operator
8199-33	Labourer, <u>Meatworks</u> / except above
????-??	Labourer, <u>Mine</u> / driving or operating machinery or plant: Code to Operator
8415-11	Labourer, <u>Mine</u> / except above
????-??	Labourer, <u>Nursery</u> / driving or operating machinery or plant: Code to Operator
8205-13	Labourer, <u>Nursery</u> / except above
????-??	Labourer, <u>Orchard</u> / driving or operating machinery or plant: Code to Operator
8201-13	Labourer, <u>Orchard</u> / except above

Code Title/Task or Industry Response

????-??	Labourer, Plant/ driving or operating machinery or plant: Code to Operator
????-??	Labourer, Plant/ except above: Code to Labourer, <u>Factory</u>
8101-13	Labourer, Plasterer's
8101-13	Labourer, Plumber's
????-??	Labourer, <u>Quarry</u> / driving or operating machinery or plant: Code to Operator
8415-11	Labourer, <u>Quarry</u> / except above
7399-19	Labourer, <u>Railway</u> / shunting, switching or signalling
8413-11	Labourer, <u>Railway</u> / track laying or repairing; not operating machinery or plant
7299-11	Labourer, <u>Railway</u> / track laying or repairing; operating machine
????-??	Labourer, <u>Sawmill</u> / driving or operating machinery or plant: Code to Operator
8199-13	Labourer, <u>Sawmill</u> / except above
????-??	Labourer, <u>Scrapyard</u> / driving or operating machinery or plant: Code to Operator
8999-99	Labourer, <u>Scrapyard</u> / except above
????-??	Labourer, <u>Sewage</u> / driving or operating machinery or plant: Code to Operator
8199-99	Labourer, <u>Sewage</u> / except above
????-??	Labourer, <u>Steelworks</u> / driving or operating machinery or plant: Code to Operator
8199-11	Labourer, <u>Steelworks</u> / except above
8405-17	Labourer, Structural Steel
????-??	Labourer, <u>Tannery</u> / driving or operating machinery or plant: Code to Operator
8199-27	Labourer, <u>Tannery</u> / except above
????-??	Labourer, <u>Timber Yard</u> / driving or operating machinery or plant: Code to Operator
8909-11	Labourer, <u>Timber Yard</u> / loading or unloading
8199-13	Labourer, <u>Timber Yard</u> / except above
8413-11	Labourer, <u>Tramway</u> / track laying or repairing; not operating machinery or plant
7299-11	Labourer, <u>Tramway</u> / track laying or repairing; operating machine
????-??	Labourer, <u>Vineyard</u> / driving or operating machinery or plant: Code to Operator
8201-13	Labourer, <u>Vineyard</u> / except above
????-??	Labourer, <u>Wharf</u> / driving or operating machinery or plant: Code to Operator
8909-15	Labourer, <u>Wharf</u> / except above
????-??	Labourer/ assembly: Code to Assembler
????-??	Labourer/ cleaning: Code to Cleaner
8407-11	Labourer/ <u>digging or land clearing</u> : not operating machinery or plant
????-??	Labourer/ driving or operating machinery or plant: Code to Operator
8407-11	Labourer/ <u>earthmoving</u> : not operating machinery or plant
????-??	Labourer/ hand packing: Code to Packer, Hand
8909-11	Labourer/ loading or unloading transport vehicles
8415-15	Labourer/ <u>mineral ore treatment</u> : not operating machinery or plant
8409-11	Labourer/ paving and surfacing except concreting; not operating machinery or plant
8499-17	Labourer/ <u>pipe laying</u> : not operating machinery or plant
8409-11	Labourer/ roadmaking and repair except concreting; not operating machinery or plant
????-??	Labourer/ <u>sheltered workshop</u> : Code to Labourer, <u>Factory</u>
7401-13	Ladleman/ <u>metal</u>
????-??	Lady, Sales: Code to Assistant, Sales/ selling or serving
8919-11	Lady, Tea
8499-11	Lagger
8199-25	Laminator, Fibreglass

Code	Title/Task or Industry Response
8999-17	Lampman
5301-13	Landlord/ accounts or bookkeeping
8913-11	Landlord/ cleaning or maintaining property
8913-11	Landlord/ collecting rent
6105-13	Landlord/ managing property
4805-91	Landscape/ apprentice
4805-01	Landscape/ supervising staff
4805-13	Landscape/ except above
4915-91	Laster/ apprentice
4915-01	Laster/ supervising staff
4915-11	Laster/ except above
8925-11	Launchman
8917-11	Laundress
2605-11	Lawyer/ barrister; representing clients in court
2605-13	Lawyer/ solicitor; advising clients on legal matters
2605-00	Lawyer/ NAI (about specific tasks)
4403-91	Layer, Brick/ apprentice
4403-01	Layer, Brick/ supervising staff
4403-11	Layer, Brick/ except above
4301-91	Layer, Cable/ <u>electric</u> ; apprentice
4301-01	Layer, Cable/ <u>electric</u> ; supervising staff
4301-13	Layer, Cable/ <u>electric</u> ; except above
4919-91	Layer, Carpet/ apprentice
4919-01	Layer, Carpet/ supervising staff
4919-11	Layer, Carpet/ except above
8403-11	Layer, Concrete
4919-11	Layer, Floor Covering/ NAI (about type of covering)
8403-11	Layer, Floor/ concrete
4413-91	Layer, Floor/ terrazzo; apprentice
4413-01	Layer, Floor/ terrazzo; supervising staff
4413-11	Layer, Floor/ terrazzo; except above
4409-91	Layer, Gas Main/ apprentice
4409-01	Layer, Gas Main/ supervising staff
4409-13	Layer, Gas Main/ except above
8499-17	Layer, Pipe
4919-91	Layer, Tile/ <u>carpet, vinyl or cork</u> ; apprentice
4919-01	Layer, Tile/ <u>carpet, vinyl or cork</u> ; supervising staff
4919-11	Layer, Tile/ <u>carpet, vinyl or cork</u> ; except above
4413-91	Layer, Tile/ <u>wall or floor, ceramic or quarry</u> ; apprentice
4413-01	Layer, Tile/ <u>wall or floor, ceramic or quarry</u> ; supervising staff
4413-11	Layer, Tile/ <u>wall or floor, ceramic or quarry</u> ; except above
7299-11	Layer, Track/ <u>railway line or tramline</u> ; operating machine
8413-11	Layer, Track/ <u>railway line or tramline</u> ; except above
2815-11	Leader, Band

Code	Title/Task or Industry Response
2505-99	Leader, Fitness
5999-99	Leader, Group/ census
2815-11	Leader, Orchestra
6601-15	Leader, Play
1319-15	Leader, Squadron/ <u>defence forces</u> : managerial tasks specified
????-??	Leader, Squadron/ <u>defence forces</u> : except above: Disregard Title
6699-13	Leader, Tour
3901-17	Leader, Youth
4925-91	Leadlighter/ apprentice
4925-01	Leadlighter/ supervising staff
4925-99	Leadlighter/ except above
8411-11	Leadsman
6105-13	Leasebroker
2500-00	Lecturer/ <u>education system</u> : <u>NAI</u> (about type of institution)
????-??	Lecturer/ <u>TAFE</u> : Code to Instructor/ <u>TAFE</u>
2501-11	Lecturer/ <u>university</u>
2505-00	Lecturer/ except above
2911-11	Librarian
5401-11	Librarian, Tape
6301-99	Librarian, Video/ sales or hire
6503-11	Licensee/ <u>hotel, motel or tavern</u> : tending bar
1505-11	Licensee/ <u>hotel, motel or tavern</u> : except above
????-??	Lieutenant/ <u>army</u> : Disregard Title
1319-15	Lieutenant/ <u>navy or air force</u> : managerial tasks specified
????-??	Lieutenant/ <u>navy or air force</u> : except above: Disregard Title
8911-99	Lifeguard
8923-11	Lifter/ <u>railway</u>
7399-99	Lightkeeper
2399-99	Limbmaker
2107-23	Limnologist
7299-99	Linemaker
????-??	Lineperson: Code to Linesperson
7409-99	Liner, Tank
4301-91	Linesperson/ <u>electrical</u> : apprentice
4301-01	Linesperson/ <u>electrical</u> : supervising staff
4301-11	Linesperson/ <u>electrical</u> : except above
4301-91	Linesperson/ <u>power</u> : apprentice
4301-01	Linesperson/ <u>power</u> : supervising staff
4301-11	Linesperson/ <u>power</u> : except above

Code	Title/Task or <u>Industry Response</u>
3915-19	Linesperson/ <u>sport</u>
4311-91	Linesperson/ <u>telecommunications</u> : apprentice
4311-01	Linesperson/ <u>telecommunications</u> : supervising staff
4311-15	Linesperson/ <u>telecommunications</u> : except above
4300-00	Linesperson/ <u>NAI (about specific tasks)</u>
2999-19	Linguist/ interpreting
2907-99	Linguist/ research
2999-21	Linguist/ translating
4505-91	Lithographer/ apprentice
4505-01	Lithographer/ supervising staff
4505-13	Lithographer/ except above
7105-11	Loader, Aircraft/ driving truck or van
7203-11	Loader, Aircraft/ operating forklift
8903-11	Loader, Aircraft/ except above
8903-11	Loader/ luggage
8909-11	Loader/ truck
8907-11	Loader/ warehouse
3303-27	Loadmaster/ <u>defence forces</u>
4213-91	Locksmith/ apprentice
4213-01	Locksmith/ supervising staff
4213-15	Locksmith/ except above
2301-11	Locum/ <u>general medical practice</u>
4907-91	Loftsmen/ <u>marine construction</u> : apprentice
4907-01	Loftsmen/ <u>marine construction</u> : supervising staff
4907-11	Loftsmen/ <u>marine construction</u> : except above
2103-11	Logger, Mud
8203-13	Lookout, Fire
8205-13	Lopper, Tree
8203-11	Lumberjack

Code	Title/Task or Industry Response
5203-11	Machinist, Accounting
7429-11	Machinist, Boot/ <u>factory</u>
7429-11	Machinist, Buttonhole
4917-91	Machinist, Canvas/ apprentice
4917-01	Machinist, Canvas/ supervising staff
4917-13	Machinist, Canvas/ except above
7425-15	Machinist, <u>Clothing</u> / knitting machine
7427-00	Machinist, <u>Clothing</u> / sewing machine
7427-00	Machinist, <u>Clothing</u> / NAI (about type of machine)
7421-11	Machinist, Combing/ <u>textile</u>
4505-91	Machinist, <u>Flexographic Printing</u> / apprentice
4505-01	Machinist, <u>Flexographic Printing</u> / supervising staff
4505-15	Machinist, <u>Flexographic Printing</u> / except above
7427-13	Machinist, Glove
7425-15	Machinist, Knitting
5203-11	Machinist, Ledger
4505-91	Machinist, Letterpress/ apprentice
4505-01	Machinist, Letterpress/ supervising staff
4505-11	Machinist, Letterpress/ except above
4505-91	Machinist, <u>Lithographic Printing</u> / apprentice
4505-01	Machinist, <u>Lithographic Printing</u> / supervising staff
4505-13	Machinist, <u>Lithographic Printing</u> / except above
7401-17	Machinist, Metal/ operating extruder
7403-11	Machinist, Metal/ operating press except extrusion press
4103-91	Machinist, Metal/ except above; apprentice
4103-01	Machinist, Metal/ except above; supervising staff
4103-21	Machinist, Metal/ except above; third class
4103-00	Machinist, Metal/ except above; NAI (about class)
4103-13	Machinist, Metal/ except above; except above; first class
4103-19	Machinist, Metal/ except above; except above; second class
4505-91	Machinist, <u>Newspaper Press</u> / apprentice
4505-01	Machinist, <u>Newspaper Press</u> / supervising staff
4505-17	Machinist, <u>Newspaper Press</u> / except above
????-??	Machinist, <u>Printing</u> : Code to Printer
5203-11	Machinist, Proof
4917-91	Machinist, Sewing/ <u>canvas except clothing</u> : apprentice
4917-01	Machinist, Sewing/ <u>canvas except clothing</u> : supervising staff
4917-13	Machinist, Sewing/ <u>canvas except clothing</u> : except above
7427-00	Machinist, Sewing/ <u>clothing except shoes</u>
4917-91	Machinist, Sewing/ <u>leather except clothing</u> : apprentice
4917-01	Machinist, Sewing/ <u>leather except clothing</u> : supervising staff
4917-11	Machinist, Sewing/ <u>leather except clothing</u> : except above
7429-11	Machinist, Sewing/ <u>shoe</u>
7427-00	Machinist, Sewing/ <u>soft fabrics or furnishings</u>
7427-00	Machinist, Sewing/ <u>NAI (about type of material)</u>
7429-11	Machinist, Shoe/ <u>factory</u>
7419-15	Machinist, <u>Stonemasonry</u>
4901-91	Machinist, Wood/ A grade or copy lathe operating; apprentice
4901-01	Machinist, Wood/ A grade or copy lathe operating; supervising staff

Code	Title/Task or Industry Response
4901-11	Machinist, Wood/ A grade or copy lathe operating; except above
4901-91	Machinist, Wood/ B grade; apprentice
4901-01	Machinist, Wood/ B grade; supervising staff
4901-15	Machinist, Wood/ B grade; except above
4901-91	Machinist, Wood/ C grade; apprentice
4901-01	Machinist, Wood/ C grade; supervising staff
4901-17	Machinist, Wood/ C grade; except above
4901-93	Machinist, Wood/ turning or lathe operating except copy lathe; apprentice
4901-01	Machinist, Wood/ turning or lathe operating except copy lathe; supervising staff
4901-13	Machinist, Wood/ turning or lathe operating except copy lathe; except above
4901-00	Machinist, Wood/ NAI (about grade or type of machining)
7427-11	Machinist/ overlocking
2817-13	Magician
1103-15	Magistrate
8919-11	Maid, Catering
8921-13	Maid, Diet
8919-11	Maid, Home Economics
8921-13	Maid, <u>Hospital</u>
8301-13	Maid, House/ cleaning; <u>hotel or motel</u>
8999-11	Maid, Kennel
8919-11	Maid, Kitchen
8917-11	Maid, Laundry
8921-13	Maid, Menu/ <u>hospital</u>
8919-11	Maid, Pantry
8921-13	Maid, Tray/ <u>hospital</u>
8919-11	Maid, Tray/ <u>hotel or motel</u>
8921-11	Maid, Ward
5605-13	Mailman
6505-01	Maitre d'Hotel
1319-15	Major/ <u>defence forces</u> : managerial tasks specified
????-??	Major/ <u>defence forces</u> : except above: Disregard Title
7419-99	Maker, Abrasive Wheel
2399-99	Maker, Artificial Eye
2399-99	Maker, Artificial Limb
4103-91	Maker, Axle/ apprentice
4103-01	Maker, Axle/ supervising staff
4103-13	Maker, Axle/ except above
4905-91	Maker, Barrel/ <u>wood</u> ; apprentice
4905-01	Maker, Barrel/ <u>wood</u> ; supervising staff
4905-15	Maker, Barrel/ <u>wood</u> ; except above
4925-91	Maker, Basket/ apprentice
4925-01	Maker, Basket/ supervising staff
4925-99	Maker, Basket/ except above
4913-91	Maker, Bedding/ apprentice
4913-01	Maker, Bedding/ supervising staff

Code	Title/Task or Industry Response
4913-13	Maker, Bedding/ except above
4703-91	Maker, Biscuit/ apprentice
4703-01	Maker, Biscuit/ supervising staff
4703-15	Maker, Biscuit/ except above
4607-91	Maker, Body/ <u>vehicle</u> : apprentice
4607-01	Maker, Body/ <u>vehicle</u> : supervising staff
4607-11	Maker, Body/ <u>vehicle</u> : except above
4205-91	Maker, Boiler/ apprentice
4205-01	Maker, Boiler/ supervising staff
4205-11	Maker, Boiler/ except above
4915-91	Maker, Boot/ apprentice
4915-01	Maker, Boot/ supervising staff
4915-11	Maker, Boot/ except above
7419-99	Maker, Brake Lining
7431-11	Maker, Breakfast Cereal
7419-13	Maker, Brick
7411-13	Maker, Bullet
4799-13	Maker, Butter
4903-91	Maker, Cabinet/ apprentice
4903-01	Maker, Cabinet/ supervising staff
4903-11	Maker, Cabinet/ except above
7411-99	Maker, Candle
4917-91	Maker, Canvas Goods/ apprentice
4917-01	Maker, Canvas Goods/ supervising staff
4917-13	Maker, Canvas Goods/ except above
7425-13	Maker, Carpet
7405-11	Maker, Chain
4903-91	Maker, Chair/ apprentice
4903-01	Maker, Chair/ supervising staff
4903-11	Maker, Chair/ except above
4799-15	Maker, Cheese
7399-17	Maker, Chipboard
7431-99	Maker, Chocolate
4213-91	Maker, Clock/ apprentice
4213-01	Maker, Clock/ supervising staff
4213-13	Maker, Clock/ except above
4903-91	Maker, Coffin/ apprentice
4903-01	Maker, Coffin/ supervising staff
4903-11	Maker, Coffin/ except above
7431-15	Maker, Cordial
7427-00	Maker, Curtain
4101-91	Maker, Die/ apprentice
4101-01	Maker, Die/ supervising staff
4101-11	Maker, Die/ except above
4703-91	Maker, Dough/ apprentice
4703-01	Maker, Dough/ supervising staff
4703-13	Maker, Dough/ except above
4911-91	Maker, Dress/ apprentice
4911-01	Maker, Dress/ supervising staff

Code	Title/Task or <u>Industry</u> Response
4911-13	Maker, Dress/ except above
7305-11	Maker, Dry Ice
7411-99	Maker, Dye
2811-15	Maker, Film
4903-91	Maker, Frame/ <u>furniture</u> ; apprentice
4903-01	Maker, Frame/ <u>furniture</u> ; supervising staff
4903-11	Maker, Frame <u>furniture</u> ; except above
????-??	Maker, Furniture/ assembly work: Code to Assembler
4905-91	Maker, Furniture/ <u>cane</u> ; apprentice
4905-01	Maker, Furniture/ <u>cane</u> ; supervising staff
4905-17	Maker, Furniture/ <u>cane</u> ; except above
4903-91	Maker, Furniture/ except above; apprentice
4903-01	Maker, Furniture/ except above; supervising staff
4903-11	Maker, Furniture/ except above; except above
7411-13	Maker, Fuse/ <u>explosives</u>
7417-11	Maker, Glassware
7411-99	Maker, Glue
7399-17	Maker, Hardboard
8103-13	Maker, Harness/ <u>vehicle wiring</u>
4911-91	Maker, Hat/ apprentice
4911-01	Maker, Hat/ supervising staff
4911-21	Maker, Hat/ except above
7431-25	Maker, Ice Cream
4213-91	Maker, Instrument/ <u>meters or gauges</u> ; apprentice
4213-01	Maker, Instrument/ <u>meters or gauges</u> ; supervising staff
4213-11	Maker, Instrument/ <u>meters or gauges</u> ; except above
4925-91	Maker, Instrument/ <u>musical</u> ; apprentice
4925-01	Maker, Instrument/ <u>musical</u> ; supervising staff
4925-99	Maker, Instrument/ <u>musical</u> ; except above
7399-25	Maker, Insulation
7431-27	Maker, Jam
4923-91	Maker, Jewellery/ apprentice
4923-01	Maker, Jewellery/ supervising staff
4923-11	Maker, Jewellery/ except above
4101-91	Maker, Jig/ metal; apprentice
4101-01	Maker, Jig/ metal; supervising staff
4101-11	Maker, Jig/ metal; except above
4901-91	Maker, Jig/ wood; apprentice
4901-01	Maker, Jig/ wood; supervising staff
4901-11	Maker, Jig/ wood; except above
7407-19	Maker, Laminex
4917-91	Maker, Leather Goods/ apprentice
4917-01	Maker, Leather Goods/ supervising staff
4917-11	Maker, Leather Goods/ except above
2399-99	Maker, Limb
7499-99	Maker, Linoleum
7431-23	Maker, Margarine
4913-91	Maker, Mattress/ apprentice
4913-01	Maker, Mattress/ supervising staff

Code	Title/Task or Industry Response
4913-13	Maker, Mattress/ except above
4925-91	Maker, Model/ <u>architectural</u> ; apprentice
4925-01	Maker, Model/ <u>architectural</u> ; supervising staff
4925-99	Maker, Model/ <u>architectural</u> ; except above
4905-91	Maker, Model/ <u>wood</u> ; apprentice
4905-01	Maker, Model/ <u>wood</u> ; supervising staff
4905-21	Maker, Model/ <u>wood</u> ; except above
7411-13	Maker, Nitrocellulose
7305-11	Maker, Paint
8199-15	Maker, Pallet
7415-00	Maker, Paper
7415-15	Maker, Paper Products
7399-17	Maker, Particle Board
7431-11	Maker, Pasta
4203-91	Maker, Pattern/ cutting, shaping or joining metal; apprentice
4203-01	Maker, Pattern/ cutting, shaping or joining metal; supervising staff
4203-11	Maker, Pattern/ cutting, shaping or joining metal; except above
4207-91	Maker, Pattern/ metal casting; apprentice
4207-01	Maker, Pattern/ metal casting; supervising staff
4207-11	Maker, Pattern/ metal casting; except above
4203-91	Maker, Pattern/ sheet metal; apprentice
4203-01	Maker, Pattern/ sheet metal; supervising staff
4203-11	Maker, Pattern/ sheet metal; except above
4911-91	Maker, Pattern/ <u>textiles</u> ; apprentice
4911-01	Maker, Pattern/ <u>textiles</u> ; supervising staff
4911-19	Maker, Pattern/ <u>textiles</u> ; except above
4203-91	Maker, Pattern/ <u>vehicle</u> ; apprentice
4203-01	Maker, Pattern/ <u>vehicle</u> ; supervising staff
4203-11	Maker, Pattern/ <u>vehicle</u> ; except above
4401-91	Maker, Pattern/ wood; apprentice
4401-01	Maker, Pattern/ wood; supervising staff
4401-13	Maker, Pattern/ wood; except above
4905-91	Maker, Picture Frame/ apprentice
4905-01	Maker, Picture Frame/ supervising staff
4905-13	Maker, Picture Frame/ except above
3919-11	Maker, Pizza
7419-19	Maker, Plaster/ operating machine
7419-19	Maker, Plasterboard
4503-91	Maker, Plate/ <u>printing industry</u> ; apprentice
4503-01	Maker, Plate/ <u>printing industry</u> ; supervising staff
4503-11	Maker, Plate/ <u>printing industry</u> ; except above
2801-99	Maker, Print
4401-91	Maker, Prop/ apprentice
4401-01	Maker, Prop/ supervising staff
4401-11	Maker, Prop/ except above
4917-91	Maker, Saddle/ apprentice
4917-01	Maker, Saddle/ supervising staff
4917-11	Maker, Saddle/ except above
4213-91	Maker, Safe/ apprentice

Code	Title/Task or <u>Industry</u> Response
4213-01	Maker, Safe/ supervising staff
4213-15	Maker, Safe/ except above
4917-91	Maker, Sail/ apprentice
4917-01	Maker, Sail/ supervising staff
4917-15	Maker, Sail/ except above
8919-11	Maker, Sandwich
7431-27	Maker, Sauce
4213-91	Maker, Saw/ apprentice
4213-01	Maker, Saw/ supervising staff
4213-17	Maker, Saw/ except above
4213-91	Maker, Scale/ apprentice
4213-01	Maker, Scale/ supervising staff
4213-11	Maker, Scale/ except above
4401-91	Maker, Scenery/ apprentice
4401-01	Maker, Scenery/ supervising staff
4401-11	Maker, Scenery/ except above
4915-91	Maker, Shoe/ apprentice
4915-01	Maker, Shoe/ supervising staff
4915-11	Maker, Shoe/ except above
4701-91	Maker, Smallgoods/ apprentice
4701-01	Maker, Smallgoods/ supervising staff
4701-13	Maker, Smallgoods/ except above
7431-11	Maker, Spaghetti
7431-99	Maker, Spice
4201-91	Maker, Spring/ apprentice
4201-01	Maker, Spring/ supervising staff
4201-11	Maker, Spring/ except above
4925-91	Maker, Stained Glass/ apprentice
4925-01	Maker, Stained Glass/ supervising staff
4925-99	Maker, Stained Glass/ except above
4999-99	Maker, Surfboard
7411-11	Maker, Suture
7431-15	Maker, Syrup
4203-91	Maker, Tank/ <u>metal</u> : apprentice
4203-01	Maker, Tank/ <u>metal</u> : supervising staff
4203-17	Maker, Tank/ <u>metal</u> : except above
4917-91	Maker, Tarpaulin/ apprentice
4917-01	Maker, Tarpaulin/ supervising staff
4917-13	Maker, Tarpaulin/ except above
4205-91	Maker, Template/ <u>metal</u> : apprentice
4205-01	Maker, Template/ <u>metal</u> : supervising staff
4205-11	Maker, Template/ <u>metal</u> : except above
4101-91	Maker, Tool/ apprentice
4101-01	Maker, Tool/ supervising staff
4101-11	Maker, Tool/ except above
7411-99	Maker, Varnish
4213-91	Maker, Watch/ apprentice
4213-01	Maker, Watch/ supervising staff
4213-13	Maker, Watch/ except above

Code	Title/Task or Industry Response
------	---------------------------------

4917-11	Maker, Whip
4927-91	Maker, Wig/ apprentice
4927-01	Maker, Wig/ supervising staff
4927-11	Maker, Wig/ except above
2999-99	Maker, Wine
7431-21	Maker, Yoghurt
7431-11	Maltster
4701-15	Manager, <u>Abattoir</u> / slaughtering
1601-99	Manager, <u>Abattoir</u> / supervising staff, administration
1601-99	Manager, <u>Abattoir</u> / NAI (about specific tasks)
????-??	Manager, Account/ selling or serving clients: Code to Representative, Sales
5301-01	Manager, Accounts/ bookkeeping
5301-01	Manager, Administrative/ supervising office
1301-11	Manager, Administrative/ except above
1303-11	Manager, Advertising
2805-13	Manager, <u>Advertising Agency</u> / designing advertising materials
6201-21	Manager, <u>Advertising Agency</u> / selling
1601-99	Manager, <u>Advertising Agency</u> / supervising staff, administration
2807-15	Manager, <u>Advertising Agency</u> / writing advertising copy
1601-99	Manager, <u>Advertising Agency</u> / NAI (about specific tasks)
1201-11	Manager, Airline
1399-99	Manager, Airport
1599-99	Manager, Amusement Park
2799-99	Manager, Area/ <u>oil company</u>
1303-11	Manager, Area/ sales
1201-11	Manager, Area/ except above
1507-11	Manager, Bank
1503-11	Manager, Banquet
6503-11	Manager, <u>Bar</u> / licensed premises
6699-15	Manager, <u>Beauty Parlour</u> / selling or serving
1599-99	Manager, <u>Beauty Parlour</u> / supervising staff, administration
1599-99	Manager, <u>Beauty Parlour</u> / NAI (about specific tasks)
8301-13	Manager, <u>Boarding House</u> / cleaning
4705-13	Manager, <u>Boarding House</u> / cooking
5601-11	Manager, <u>Boarding House</u> / receiving guests
1505-99	Manager, <u>Boarding House</u> / supervising staff, administration
1505-99	Manager, <u>Boarding House</u> / NAI (about specific tasks)
????-??	Manager, <u>Boutique</u> : Code to Manager, <u>Shop</u>
????-??	Manager, <u>Bowling Alley</u> : Code to Manager, <u>Sports Centre</u>
1507-11	Manager, Branch/ <u>bank</u>
1507-11	Manager, Branch/ <u>building society or credit union</u>
1507-11	Manager, Branch/ <u>finance company</u>
1599-99	Manager, Branch/ <u>government agency</u>
6103-11	Manager, Branch/ <u>insurance office</u> : selling
1599-99	Manager, Branch/ <u>insurance office</u> : supervising staff, administration
1599-99	Manager, Branch/ <u>insurance office</u> : NAI (about specific tasks)
????-??	Manager, Branch/ <u>retail store</u> : Code to Manager, <u>Shop</u>

Code	Title/Task or Industry Response
6105-11	Manager, Branch/ <u>stock and station agency</u> : selling or serving
1599-99	Manager, Branch/ <u>stock and station agency</u> : supervising staff, administration
1599-99	Manager, Branch/ <u>stock and station agency</u> : NAI (about specific tasks)
????-??	Manager, Building Company: Code to Builder
1507-11	Manager, Building Society
1301-11	Manager, Business/ managing organisation finances
????-??	Manager, Cafeteria: Code to Manager, Catering
????-??	Manager, Canteen: Code to Manager, Catering
6599-17	Manager, <u>Car Rental</u> / sales or clerical duties
1599-99	Manager, <u>Car Rental</u> / supervising staff, administration
1599-99	Manager, <u>Car Rental</u> / NAI (about specific tasks)
6699-99	Manager, <u>Caravan Park</u> / receiving and looking after guests
1505-13	Manager, <u>Caravan Park</u> / supervising staff, administration
1505-13	Manager, <u>Caravan Park</u> / NAI (about specific tasks)
6403-11	Manager, Catering/ checkout operating
4705-13	Manager, Catering/ cooking
6301-01	Manager, Catering/ counter service
8919-11	Manager, Catering/ kitchen work except cooking
1503-11	Manager, Catering/ supervising staff, administration
6505-15	Manager, Catering/ waiting at tables
1503-11	Manager, Catering/ NAI (about specific tasks)
1599-99	Manager, <u>CES/ branch office</u>
6601-15	Manager, <u>Child Care Centre</u> / looking after children
3907-11	Manager, <u>Child Care Centre</u> / supervising staff, administration
3907-11	Manager, <u>Child Care Centre</u> / NAI (about specific tasks)
6601-15	Manager, <u>Children's Home</u>
1599-99	Manager, <u>Cinema</u>
1201-11	Manager, City
5303-01	Manager, Claims/ assessing health insurance claims
3905-29	Manager, Claims/ assessing insurance claims except health
1399-99	Manager, Claims/ except above
1599-99	Manager, <u>Club</u> / supervising staff, administration
6503-11	Manager, <u>Club</u> / tending bar
1599-99	Manager, <u>Club</u> / NAI (about specific tasks)
????-??	Manager, Company: Code to Manager
1311-11	Manager, Computer/ data processing
1399-99	Manager, Construction
????-??	Manager, Construction Company: Code to Builder
1301-11	Manager, Credit
1507-11	Manager, Credit Union
????-??	Manager, Dairy/ <u>department store</u> : Code to Assistant, Sales
????-??	Manager, Dairy/ <u>supermarket</u> : Code to Assistant, Sales
1601-19	Manager, Dairy/ except above
2707-21	Manager, Data
1311-11	Manager, Data Processing
2707-00	Manager, <u>Data Processing Company</u> / programming
6201-21	Manager, <u>Data Processing Company</u> / sales
1601-99	Manager, <u>Data Processing Company</u> / supervising staff, administration
1601-99	Manager, <u>Data Processing Company</u> / NAI (about specific tasks)

Code	Title/Task or Industry Response
6601-15	Manager, <u>Day Care Centre</u> / looking after children
3907-11	Manager, <u>Day Care Centre</u> / supervising staff, administration
3907-11	Manager, <u>Day Care Centre</u> / NAI (about specific tasks)
6301-15	Manager, <u>Delicatessen</u> / selling or serving
1501-11	Manager, <u>Delicatessen</u> / NAI (about specific tasks)
????-??	Manager, <u>Delicatessen</u> / except above: Code to Manager, <u>Shop</u>
6301-01	Manager, Department/ <u>supermarket or department store</u>
5503-01	Manager, Despatch
1399-13	Manager, Development
1307-11	Manager, Distribution
1303-11	Manager, District/ sales
1201-11	Manager, District/ except above
1599-99	Manager, <u>Drive-In Theatre</u>
7499-15	Manager, <u>Dry Cleaner</u> / operating machine
6301-01	Manager, <u>Dry Cleaner</u> / selling or serving
1501-11	Manager, <u>Dry Cleaner</u> / supervising staff, administration
1501-11	Manager, <u>Dry Cleaner</u> / NAI (about specific tasks)
5905-13	Manager, <u>Employment Agency</u> / job placement
1599-99	Manager, <u>Employment Agency</u> / supervising staff, administration
1599-99	Manager, <u>Employment Agency</u> / NAI (about specific tasks)
1399-11	Manager, Engineering
1599-99	Manager, <u>Equipment Hire</u>
1303-11	Manager, Export
6301-01	Manager, <u>Export Company</u> / selling
1601-11	Manager, <u>Export Company</u> / supervising staff, administration
1601-11	Manager, <u>Export Company</u> / NAI (about specific tasks)
1601-19	Manager, Factory
1599-99	Manager, Fairground
????-??	Manager, Farm: Code to Farmer
8919-11	Manager, <u>Fast Food</u> / kitchen work, not selling
6301-01	Manager, <u>Fast Food</u> / selling or serving
1501-11	Manager, <u>Fast Food</u> / supervising staff, administration
1501-11	Manager, <u>Fast Food</u> / NAI (about specific tasks)
1301-11	Manager, Finance
1201-11	Manager, Finance Company
6301-01	Manager, Fleet/ car sales
2811-21	Manager, Floor/ <u>television studio</u>
4999-25	Manager, <u>Florist</u> / arranging flowers
6301-01	Manager, <u>Florist</u> / selling or serving
1501-11	Manager, <u>Florist</u> / supervising staff, administration
1501-11	Manager, <u>Florist</u> / NAI (about specific tasks)
1601-19	Manager, Foundry
4601-11	Manager, <u>Garage</u> / repairing or servicing vehicles
6599-21	Manager, <u>Garage</u> / selling or serving
1501-11	Manager, <u>Garage</u> / supervising staff, administration
1501-11	Manager, <u>Garage</u> / NAI (about specific tasks)
????-??	Manager, General/ own business: Code to Manager
1201-11	Manager, General/ except above
????-??	Manager, <u>Golf Course</u> : Code to Manager, <u>Sports Centre</u>

Code	Title/Task or Industry Response
????-??	Manager, <u>Grocery/ department store</u> : Code to Assistant, Sales
????-??	Manager, <u>Grocery/ supermarket</u> : Code to Assistant, Sales
8301-13	Manager, <u>Guest House/ cleaning</u>
4705-13	Manager, <u>Guest House/ cooking</u>
5601-11	Manager, <u>Guest House/ receiving guests</u>
1505-99	Manager, <u>Guest House/ supervising staff, administration</u>
1505-99	Manager, <u>Guest House/ NAI (about specific tasks)</u>
????-??	Manager, <u>Gymnasium</u> : Code to Manager, <u>Sports Centre</u>
4927-11	Manager, <u>Hairdressing Salony/ cutting hair</u>
1599-11	Manager, <u>Hairdressing Salony/ supervising staff, administration</u>
1599-11	Manager, <u>Hairdressing Salony/ NAI (about specific tasks)</u>
????-??	Manager, <u>Hardware/ department store</u> : Code to Assistant, Sales
????-??	Manager, <u>Hardware/ except above</u> : Code to Manager, <u>Shop</u>
5601-11	Manager, <u>Hostel/ receiving guests or inmates</u>
1505-99	Manager, <u>Hostel/ supervising staff, administration</u>
1505-99	Manager, <u>Hostel/ NAI (about specific tasks)</u>
4705-13	Manager, <u>Hotel/ cooking</u>
5601-11	Manager, <u>Hotel/ receiving guests</u>
1505-11	Manager, <u>Hotel/ supervising staff, administration</u>
6503-11	Manager, <u>Hotel/ tending bar</u>
1505-11	Manager, <u>Hotel/ NAI (about specific tasks)</u>
1309-11	Manager, <u>Human Resources</u>
1399-99	Manager, <u>Import</u>
6301-01	Manager, <u>Import Company/ selling</u>
1601-11	Manager, <u>Import Company/ supervising staff, administration</u>
1601-11	Manager, <u>Import Company/ NAI (about specific tasks)</u>
1309-11	Manager, <u>Industrial Relations</u>
5303-01	Manager, <u>Insurance Office/ assessing health insurance</u>
3905-29	Manager, <u>Insurance Office/ assessing insurance except health</u>
6103-11	Manager, <u>Insurance Office/ selling or serving</u>
1599-99	Manager, <u>Insurance Office/ supervising staff, administration</u>
1599-99	Manager, <u>Insurance Office/ NAI (about specific tasks)</u>
8917-11	Manager, <u>Launderette</u>
8917-11	Manager, <u>Laundromat</u>
1601-99	Manager, <u>Laundry/ supervising staff, administration</u>
7499-17	Manager, <u>Laundry/ washing or pressing</u>
1601-99	Manager, <u>Laundry/ NAI (about specific tasks)</u>
1303-11	Manager, <u>Leasing/ hire equipment</u>
6105-13	Manager, <u>Leasing/ real estate</u>
8919-11	Manager, <u>Lunch Bar/ kitchen work, not selling</u>
6301-01	Manager, <u>Lunch Bar/ selling or serving</u>
1501-11	Manager, <u>Lunch Bar/ supervising staff, administration</u>
1501-11	Manager, <u>Lunch Bar/ NAI (about specific tasks)</u>
1305-11	Manager, <u>Manufacturing</u>
4907-13	Manager, <u>Marina/ building or repairing boats</u>
1601-99	Manager, <u>Marina/ supervising staff, administration</u>
1601-99	Manager, <u>Marina/ NAI (about specific tasks)</u>
1401-33	Manager, <u>Market Garden</u>
1303-11	Manager, <u>Marketing</u>

Code	Title/Task or <u>Industry</u> Response
????-??	Manager, Merchandise/ selling tasks: Code to Representative, Sales
1303-11	Manager, Merchandise/ except above
8919-11	Manager, <u>Milk Bar</u> / kitchen work, not selling or serving
6301-01	Manager, <u>Milk Bar</u> / selling or serving
1501-11	Manager, <u>Milk Bar</u> / supervising staff, administration
1501-11	Manager, <u>Milk Bar</u> / NAI (about specific tasks)
1601-19	Manager, Mill/ <u>grain or flour</u>
1601-19	Manager, Mill/ <u>timber or paper</u>
1601-99	Manager, Mine
4705-13	Manager, Motel/ cooking
5601-11	Manager, Motel/ receiving guests
1505-11	Manager, Motel/ supervising staff, administration
1505-11	Manager, Motel/ NAI (about specific tasks)
1303-11	Manager, National/ sales
1201-11	Manager, National/ except above
1311-11	Manager, Network/ computing
6301-01	Manager, <u>Newsagency</u> / selling or serving
1501-11	Manager, <u>Newsagency</u> / supervising staff, administration
1501-11	Manager, <u>Newsagency</u> / NAI (about specific tasks)
1599-99	Manager, Night Club/ supervising staff, administration
6503-11	Manager, Night Club/ tending bar
1599-99	Manager, Night Club/ NAI (about specific tasks)
8907-01	Manager, Night Fill
4801-11	Manager, <u>Nursery</u> / <u>plant nursery</u> : growing plants
6301-01	Manager, <u>Nursery</u> / <u>plant nursery</u> : selling or serving
1501-11	Manager, <u>Nursery</u> / <u>plant nursery</u> : supervising staff, administration
1501-11	Manager, <u>Nursery</u> / <u>plant nursery</u> : NAI (about specific tasks)
1309-11	Manager, Occupational Health and Safety
5301-01	Manager, Office/ bookkeeping
1599-99	Manager, Office/ <u>branch of government agency</u>
5303-01	Manager, Office/ <u>insurance</u> : assessing health insurance
3905-29	Manager, Office/ <u>insurance</u> : assessing insurance except health
6103-11	Manager, Office/ <u>insurance</u> : selling
1599-99	Manager, Office/ <u>insurance</u> : supervising staff, administration
1599-99	Manager, Office/ <u>insurance</u> : NAI (about specific tasks)
5101-01	Manager, Office/ secretary
1599-99	Manager, Office/ social security
5301-01	Manager, Office/ except above
1309-11	Manager, OHAS
1311-11	Manager, Operations/ computing
1305-11	Manager, Operations/ except above
6301-01	Manager, Parts/ selling parts
1309-11	Manager, Personnel
2307-15	Manager, <u>Pharmacy</u> / dispensing drugs
1501-11	Manager, <u>Pharmacy</u> / supervising staff, administration
1501-11	Manager, <u>Pharmacy</u> / NAI (about specific tasks)
1401-23	Manager, <u>Piggery</u>
1305-11	Manager, Plant
5501-11	Manager, Practice/ medical or dental

Code	Title/Task or <u>Industry</u> Response
????-??	Manager, <u>Printing Company</u> / printing tasks: Code to Printer
1601-19	Manager, <u>Printing Company</u> / supervising staff, administration
1601-19	Manager, <u>Printing Company</u> / NAI (about specific tasks)
????-??	Manager, Product/ selling tasks: Code to Representative, Sales
1303-11	Manager, Product/ except above
1305-11	Manager, Production
1305-13	Manager, Program/ <u>television</u>
????-??	Manager, Project: Code to Manager
????-??	Manager, Promotions/ selling tasks: Code to Representative, Sales
1303-11	Manager, Promotions/ except above
????-??	Manager, Property/ farming tasks: Code to Farmer
6105-13	Manager, Property/ <u>real estate</u>
1307-11	Manager, Purchasing
1305-11	Manager, Quality Control
1601-99	Manager, <u>Quarry</u>
1599-99	Manager, <u>Racecourse</u>
1201-11	Manager, <u>Radio Station</u>
6105-13	Manager, Real Estate/ leasing
6105-11	Manager, Real Estate/ selling
1599-17	Manager, Real Estate/ supervising staff, administration
1599-17	Manager, Real Estate/ NAI (about specific tasks)
????-??	Manager, <u>Recreation Centre</u> : Code to Manager, <u>Sports Centre</u>
1309-11	Manager, Recruitment
1303-11	Manager, Regional/ sales
1201-11	Manager, Regional/ except above
7105-15	Manager, <u>Removalist</u> / driving truck
1601-99	Manager, <u>Removalist</u> / supervising staff, administration
1601-99	Manager, <u>Removalist</u> / NAI (about specific tasks)
1399-13	Manager, Research
5601-11	Manager, <u>Resort</u> / receiving guests
1505-11	Manager, <u>Resort</u> / supervising staff, administration
1505-11	Manager, <u>Resort</u> / NAI (about specific tasks)
8919-11	Manager, <u>Restaurant</u> / assisting in kitchen, not cooking
4705-13	Manager, <u>Restaurant</u> / cooking
1503-11	Manager, <u>Restaurant</u> / supervising staff, administration
6505-15	Manager, <u>Restaurant</u> / waiting on tables
1503-11	Manager, <u>Restaurant</u> / NAI (about specific tasks)
????-??	Manager, <u>Retail Store</u> : Code to Manager, <u>Shop</u>
1505-99	Manager, <u>Retirement Village</u>
????-??	Manager, <u>Road-House</u> : Code to Manager, <u>Shop</u>
3903-01	Manager, Road/ performing arts
????-??	Manager, Sales/ selling tasks: Code to Representative, Sales
1303-11	Manager, Sales/ except above
1601-19	Manager, <u>Sawmill</u>
5905-13	Manager, <u>Secretarial Agency</u> / job placement
1601-99	Manager, <u>Secretarial Agency</u> / supervising staff, administration
1601-99	Manager, <u>Secretarial Agency</u> / NAI (about specific tasks)
5101-11	Manager, <u>Secretarial Service</u> / contract typing or secretarial work
1601-99	Manager, <u>Secretarial Service</u> / supervising staff, administration

Code	Title/Task or Industry Response
1601-99	Manager, <u>Secretarial Service</u> / NAI (about specific tasks)
6301-01	Manager, <u>Section/ supermarket or department store</u>
1399-99	Manager, <u>Security</u>
4601-11	Manager, <u>Service Station</u> / repairing or servicing vehicles
6599-21	Manager, <u>Service Station</u> / selling or serving
1501-11	Manager, <u>Service Station</u> / supervising staff, administration
1501-11	Manager, <u>Service Station</u> / NAI (about specific tasks)
4601-11	Manager, <u>Service</u> / automotive
5907-13	Manager, <u>Settlement Agency</u> / preparation of legal documents
1599-99	Manager, <u>Settlement Agency</u> / supervising staff, administration
1599-99	Manager, <u>Settlement Agency</u> / NAI (about specific tasks)
1307-11	Manager, <u>Shipping</u>
4999-25	Manager, <u>Shop</u> / arranging flowers
8919-11	Manager, <u>Shop</u> / assisting in kitchen
4703-13	Manager, <u>Shop</u> / baking bread or cakes
4701-11	Manager, <u>Shop</u> / butchering meat
8919-11	Manager, <u>Shop</u> / cooking, not selling
2307-15	Manager, <u>Shop</u> / dispensing drugs
4801-11	Manager, <u>Shop</u> / growing plants
4927-11	Manager, <u>Shop</u> / hairdressing
4923-11	Manager, <u>Shop</u> / making or repairing jewellery
6403-11	Manager, <u>Shop</u> / operating check out, not selling
7499-15	Manager, <u>Shop</u> / operating dry-cleaning machine
4303-13	Manager, <u>Shop</u> / repairing small electrical appliances
????-??	Manager, <u>Shop</u> / selling or serving: Code to Assistant, Sales/ selling or serving
4313-11	Manager, <u>Shop</u> / servicing TV, radio or hi-fi
8907-11	Manager, <u>Shop</u> / shelf filling or packing, not selling
1501-11	Manager, <u>Shop</u> / supervising staff, administration
1501-11	Manager, <u>Shop</u> / NAI (about specific tasks)
1399-99	Manager, <u>Shopping Centre</u>
3207-11	Manager, <u>Site</u> / construction
8919-11	Manager, <u>Snack Bar</u> / kitchen work
6301-01	Manager, <u>Snack Bar</u> / selling or serving
1501-11	Manager, <u>Snack Bar</u> / supervising staff, administration
1501-11	Manager, <u>Snack Bar</u> / NAI (about specific tasks)
1599-99	Manager, <u>Social Security Office</u>
1311-11	Manager, <u>Software</u> / <u>computing</u>
6301-01	Manager, <u>Spare Parts</u>
2505-99	Manager, <u>Sports Centre</u> / instructing
1599-13	Manager, <u>Sports Centre</u> / supervising staff, administration
6405-11	Manager, <u>Sports Centre</u> / taking bookings
1599-13	Manager, <u>Sports Centre</u> / NAI (about specific tasks)
????-??	Manager, <u>Squash Centre</u> : Code to Manager, <u>Sports Centre</u>
2811-21	Manager, <u>Stage</u>
1303-11	Manager, <u>State</u> / sales
1201-11	Manager, <u>State</u> / except above
????-??	Manager, <u>Station</u> / <u>farming</u> : Code to Farmer
1601-19	Manager, <u>Steelworks</u>
6105-11	Manager, <u>Stock and Station Agency</u> / selling or serving

Code	Title/Task or Industry Response
1599-99	Manager, <u>Stock and Station Agency</u> / supervising staff, administration
1599-99	Manager, <u>Stock and Station Agency</u> / NAI (about specific tasks)
????-??	Manager, <u>Stock/ livestock</u> : Code to Farmer
5505-01	Manager, <u>Stock</u> / except above
1303-11	Manager, <u>Store Plan</u>
????-??	Manager, <u>Store/ retail</u> : Code to Manager, <u>Shop</u>
5505-01	Manager, <u>Stores</u>
1401-00	Manager, <u>Stud</u> / NAI (about type of livestock)
????-??	Manager, <u>Stud</u> / except above: Code to Farmer
1305-13	Manager, <u>Studio</u> / television, film or stage
????-??	Manager, <u>Supermarket</u> : Code to Manager, <u>Shop</u>
1307-11	Manager, <u>Supply</u>
????-??	Manager, <u>Swimming Pool</u> : Code to Manager, <u>Sports Centre</u>
1311-11	Manager, <u>Systems/ computing</u>
1599-99	Manager, <u>TAB</u> / supervising staff, administration
6405-11	Manager, <u>TAB</u> / taking bets
1599-99	Manager, <u>TAB</u> / NAI (about specific tasks)
8919-11	Manager, <u>Take Away</u> / kitchen work, not selling
6301-01	Manager, <u>Take Away</u> / selling or serving
1501-11	Manager, <u>Take Away</u> / supervising staff, administration
1501-11	Manager, <u>Take Away</u> / NAI (about specific tasks)
1505-11	Manager, <u>Tavern</u> / supervising staff, administration
6503-11	Manager, <u>Tavern</u> / lending bar
1505-11	Manager, <u>Tavern</u> / NAI (about specific tasks)
1399-99	Manager, <u>Technical</u>
2799-99	Manager, <u>Territory/ oil company</u>
1599-99	Manager, <u>Theatre</u>
6301-01	Manager, <u>Timber Yard</u> / selling or serving
1501-11	Manager, <u>Timber Yard</u> / supervising staff, administration
1501-11	Manager, <u>Timber Yard</u> / NAI (about specific tasks)
6301-01	Manager, <u>Tobacconist</u> / selling or serving
1501-11	Manager, <u>Tobacconist</u> / supervising staff, administration
1501-11	Manager, <u>Tobacconist</u> / NAI (about specific tasks)
2705-13	Manager, <u>Training</u> / running courses
1309-11	Manager, <u>Training</u> / supervising staff, administration
1309-11	Manager, <u>Training</u> / NAI (about specific tasks)
1307-11	Manager, <u>Transport</u>
7101-11	Manager, <u>Transport Company</u> / driving bus
7105-13	Manager, <u>Transport Company</u> / driving truck
1601-99	Manager, <u>Transport Company</u> / supervising staff, administration
1601-99	Manager, <u>Transport Company</u> / NAI (about specific tasks)
6507-11	Manager, <u>Travel Agency</u> / advising clients or selling tickets
1599-99	Manager, <u>Travel Agency</u> / supervising staff, administration
1599-99	Manager, <u>Travel Agency</u> / NAI (about specific tasks)
8923-11	Manager, <u>Tyre service</u> / fitting tyres
6301-01	Manager, <u>Tyre service</u> / selling or serving
1501-11	Manager, <u>Tyre service</u> / supervising staff, administration
1501-11	Manager, <u>Tyre service</u> / NAI (about specific tasks)
1401-31	Manager, <u>Vineyard</u>

Code	Title/Task or Industry Response
5505-01	Manager, <u>Warehouse</u>
2999-99	Manager, <u>Winery</u> / making wine
1601-19	Manager, <u>Winery</u> / supervising staff, administration
1601-19	Manager, <u>Winery</u> / NAI (about specific tasks)
1305-11	Manager, Works
6699-15	Manicurist
1601-19	Manufacturer
3305-11	Mariner, Master
7299-99	Marker, Line
3103-27	Marker, Tree
2999-99	Marker/ exam papers
5505-11	Marker/ <u>shop or warehouse</u>
8199-11	Marker/ <u>steel</u>
8199-11	Marker-off
1201-11	Marshall, Air/ <u>air force</u>
1201-11	Marshall, Field/ <u>army</u>
4999-91	Mason/ apprentice
4999-01	Mason/ supervising staff
4999-15	Mason/ except above
6699-17	Masseur
6699-17	Masseuse
3305-11	Master, Barge
2999-99	Master, Court
5503-01	Master, Depot/ <u>road transport</u>
3305-11	Master, Dredge
3305-11	Master, Ferry
3305-11	Master, Fishing Boat
1399-99	Master, Harbour
3305-11	Master, Launch
7399-29	Master, Lock/ <u>water transport</u>
2403-11	Master, <u>School</u> / <u>primary</u> ; teaching
2403-11	Master, <u>School</u> / <u>primary</u> ; NAI (about specific tasks)
6601-17	Master, <u>School</u> / residential care, not teaching
2405-11	Master, <u>School</u> / <u>secondary</u> ; teaching
2405-11	Master, <u>School</u> / <u>secondary</u> ; NAI (about specific tasks)
2400-00	Master, <u>School</u> / NAI (about specific tasks or type of school)
3305-11	Master, Ship's
1599-21	Master, Station
1401-17	Master, Stud/ <u>beef cattle only</u>
1401-27	Master, Stud/ <u>horse only</u>
1401-23	Master, Stud/ pig only
1401-21	Master, Stud/ <u>sheep only</u>
1401-00	Master, Stud/ <u>NAI (about type of livestock)</u>

Code	Title/Task or <u>Industry</u> Response
3305-11	Master, Trawler
3305-11	Master, Tug
4911-91	Matcher, Fur/ apprentice
4911-01	Matcher, Fur/ supervising staff
4911-17	Matcher, Fur/ except above
3305-13	Mate, Ship's
2909-11	Mathematician
1315-11	Matron/ nursing
6601-17	Matron/ residential care
1101-99	Mayor
8199-35	Meatworker/ <u>abattoir</u> ; <u>boning or slicing</u>
????-??	Meatworker/ <u>abattoir</u> ; driving or operating machinery or plant: Code to Operator
8199-33	Meatworker/ <u>abattoir</u> ; except above
4600-00	Mechanic + Panelbeater
4307-91	Mechanic, Airconditioning/ apprentice
4307-01	Mechanic, Airconditioning/ supervising staff
4307-11	Mechanic, Airconditioning/ except above
????-??	Mechanic, Aircraft: Code to Engineer, Aircraft/ maintenance
4211-91	Mechanic, Airframe/ <u>air force</u> ; apprentice
4211-01	Mechanic, Airframe/ <u>air force</u> ; supervising staff
4211-13	Mechanic, Airframe/ <u>air force</u> ; except above
4399-13	Mechanic, Amusement Machine
4999-29	Mechanic, Armament/ <u>defence forces</u>
4601-91	Mechanic, <u>Automotive</u> / apprentice
4601-01	Mechanic, <u>Automotive</u> / supervising staff
4601-11	Mechanic, <u>Automotive</u> / except above
????-??	Mechanic, Aviation: Code to Engineer, Aircraft/ maintenance
4205-91	Mechanic, Boiler/ apprentice
4205-01	Mechanic, Boiler/ supervising staff
4205-11	Mechanic, Boiler/ except above
4601-91	Mechanic, Brake/ apprentice
4601-01	Mechanic, Brake/ supervising staff
4601-11	Mechanic, Brake/ except above
4315-91	Mechanic, Business Machine/ apprentice
4315-01	Mechanic, Business Machine/ supervising staff
4315-11	Mechanic, Business Machine/ except above
4601-91	Mechanic, <u>Car</u> / apprentice
4601-01	Mechanic, <u>Car</u> / supervising staff
4601-11	Mechanic, <u>Car</u> / except above
4999-99	Mechanic, Chainsaw
4999-91	Mechanic, Dental/ apprentice
4999-01	Mechanic, Dental/ supervising staff
4999-11	Mechanic, Dental/ except above
4601-91	Mechanic, Diesel/ apprentice
4601-01	Mechanic, Diesel/ supervising staff

Code	Title/Task or Industry Response
4601-11	Mechanic, Diesel/ except above
4309-91	Mechanic, Electrical/ apprentice
4309-01	Mechanic, Electrical/ supervising staff
4309-11	Mechanic, Electrical/ except above
4399-11	Mechanic, Elevator
4601-91	Mechanic, Fork lift/ apprentice
4601-01	Mechanic, Fork lift/ supervising staff
4601-11	Mechanic, Fork lift/ except above
4103-91	Mechanic, Heavy Equipment/ apprentice
4103-01	Mechanic, Heavy Equipment/ supervising staff
4103-11	Mechanic, Heavy Equipment/ except above
????-??	Mechanic, Helicopter: Code to Engineer, Aircraft/ maintenance
4213-91	Mechanic, Instrument/ apprentice
4213-01	Mechanic, Instrument/ supervising staff
4213-11	Mechanic, Instrument/ except above
4601-01	Mechanic, Lawnmower/ supervising staff
4601-13	Mechanic, Lawnmower/ except above
4399-11	Mechanic, Lift
4103-91	Mechanic, Linotype/ apprentice
4103-01	Mechanic, Linotype/ supervising staff
4103-13	Mechanic, Linotype/ except above
4103-91	Mechanic, Locomotive/ apprentice
4103-01	Mechanic, Locomotive/ supervising staff
4103-11	Mechanic, Locomotive/ except above
4103-91	Mechanic, Loom/ apprentice
4103-01	Mechanic, Loom/ supervising staff
4103-15	Mechanic, Loom/ except above
4601-01	Mechanic, Marine/ supervising staff
4601-13	Mechanic, Marine/ except above
4601-01	Mechanic, Maritime Aids/ supervising staff
4601-13	Mechanic, Maritime Aids/ except above
4213-91	Mechanic, Meter/ apprentice
4213-01	Mechanic, Meter/ supervising staff
4213-11	Mechanic, Meter/ except above
4601-91	Mechanic, Motor/ apprentice
4601-01	Mechanic, Motor/ supervising staff
4601-11	Mechanic, Motor/ except above
4601-01	Mechanic, Motorcycle/ supervising staff
4601-13	Mechanic, Motorcycle/ except above
4315-91	Mechanic, Office Machine/ apprentice
4315-01	Mechanic, Office Machine/ supervising staff
4315-11	Mechanic, Office Machine/ except above
4999-91	Mechanic, Optical/ apprentice
4999-01	Mechanic, Optical/ supervising staff
4999-13	Mechanic, Optical/ except above
4103-91	Mechanic, Plant/ apprentice
4103-01	Mechanic, Plant/ supervising staff
4103-11	Mechanic, Plant/ except above
4399-13	Mechanic, Poker Machine

Code	Title/Task or Industry Response
4313-91	Mechanic, Radio/ apprentice
4313-01	Mechanic, Radio/ supervising staff
4313-11	Mechanic, Radio/ except above
7299-99	Mechanic, Recovery/ <u>army</u>
4307-91	Mechanic, Refrigeration/ apprentice
4307-01	Mechanic, Refrigeration/ supervising staff
4307-13	Mechanic, Refrigeration/ except above
4601-91	Mechanic, Service/ <u>motor vehicle</u> ; apprentice
4601-01	Mechanic, Service/ <u>motor vehicle</u> ; supervising staff
4601-11	Mechanic, Service/ <u>motor vehicle</u> ; except above
4103-91	Mechanic, Sewing Machine/ apprentice
4103-01	Mechanic, Sewing Machine/ supervising staff
4103-11	Mechanic, Sewing Machine/ except above
4313-91	Mechanic, Television/ apprentice
4313-01	Mechanic, Television/ supervising staff
4313-11	Mechanic, Television/ except above
4103-91	Mechanic, Textile/ apprentice
4103-01	Mechanic, Textile/ supervising staff
4103-15	Mechanic, Textile/ except above
4601-91	Mechanic, Tractor/ apprentice
4601-01	Mechanic, Tractor/ supervising staff
4601-11	Mechanic, Tractor/ except above
4601-91	Mechanic, Truck/ apprentice
4601-01	Mechanic, Truck/ supervising staff
4601-11	Mechanic, Truck/ except above
4315-91	Mechanic, Typewriter/ apprentice
4315-01	Mechanic, Typewriter/ supervising staff
4315-11	Mechanic, Typewriter/ except above
4399-13	Mechanic, Vending Machine
3205-13	Mechanic, Vibroseis
4303-91	Mechanic, Washing Machine/ apprentice
4303-01	Mechanic, Washing Machine/ supervising staff
4303-13	Mechanic, Washing Machine/ except above
4601-11	Mechanic/ NAI (about type of equipment)
4401-91	Mechanist, Theatre/ apprentice
4401-01	Mechanist, Theatre/ supervising staff
4401-11	Mechanist, Theatre/ except above
1101-11	Member, Parliament, of
1103-17	Member, Tribunal/ administrative appeals
1103-19	Member, Tribunal/ conciliation and arbitration
1103-19	Member, Tribunal/ industrial
4911-00	Mender, Invisible
7425-21	Mender, Textile
6599-15	Merchandiser/ demonstrating products, not selling
????-??	Merchandiser/ selling: Code to Representative, Sales
????-??	Merchandiser/ NAI (about specific tasks): Code to Representative, Sales

Code	Title/Task or <u>Industry Response</u>
6599-15	Merchandise/ except above
6501-11	Merchant, Scrap
6301-99	Merchant, Wood/ selling or serving
1501-11	Merchant, Wood/ except above
????-??	Merchant/ selling or serving: Code to Representative, Sales
1601-11	Merchant/ supervising staff, administration; <u>export or import firm</u>
1601-19	Merchant/ supervising staff, administration; <u>manufacturing firm</u>
1601-17	Merchant/ supervising staff, administration; <u>wholesale firm</u>
1601-00	Merchant/ supervising staff, administration; <u>NAI (about type of firm)</u>
1601-11	Merchant/ NAI (about specific tasks); <u>export or import firm</u>
1601-19	Merchant/ NAI (about specific tasks); <u>manufacturing firm</u>
1601-17	Merchant/ NAI (about specific tasks); <u>wholesale firm</u>
1601-00	Merchant/ NAI (about specific tasks); <u>NAI (about type of firm)</u>
5605-11	Messenger
2217-13	Metallographer
2217-11	Metallurgist/ extractive or primary
2217-13	Metallurgist/ physical, industrial or secondary
2199-15	Meteorologist
2109-11	Microbiologist/ medical
2107-99	Microbiologist/ except above
1319-91	Midshipman/ <u>navy</u>
3401-15	Midwife
6501-13	Milkman
7399-27	Miller, Cement
4799-11	Miller, <u>Flour</u>
4799-11	Miller, <u>Grain</u>
7413-00	Miller, Saw/ operating saws
1601-19	Miller, Saw/ supervising staff, administration
1601-19	Miller, Saw/ NAI (about specific tasks)
7409-11	Miller, Tyre
????-??	Millhand/ driving or operating machinery or plant: Code to Operator
8199-11	Millhand/ <u>metal</u>
8199-17	Millhand/ <u>paper</u>
8199-13	Millhand/ <u>timber</u>
8199-00	Millhand/ <u>NAI (about type of mill)</u>
4911-91	Milliner/ apprentice
4911-01	Milliner/ supervising staff
4911-21	Milliner/ except above
4103-11	Millwright
6601-15	Minder, Child

Code	Title/Task or Industry Response
8415-11	Miner, Opal
4909-01	Miner, Stope/ supervising staff
4909-13	Miner, Stope/ except above
8101-99	Miner/ assisting tradespersons
4909-00	Miner/ blasting or firing
7317-11	Miner/ drilling, not blasting or firing
7105-13	Miner/ driving or operating equipment; coal hauler or euclid
7317-11	Miner/ driving or operating equipment; drilling, not blasting or firing
7105-13	Miner/ driving or operating equipment; dump truck
7201-00	Miner/ driving or operating equipment; earthmoving equipment; NAI (about type of earthmoving equipment)
7201-23	Miner/ driving or operating equipment; mining machine
7201-21	Miner/ driving or operating equipment; <u>open cut plant</u>
7107-11	Miner/ driving or operating equipment; train
7201-23	Miner/ driving or operating equipment; <u>underground plant</u>
7201-23	Miner/ driving or operating equipment; underground truck
7313-11	Miner/ driving or operating equipment; winder, winch or hoist
????-??	Miner/ driving or operating equipment; except above: Code to Operator
3905-13	Miner/ safety officer or examiner
8415-11	Miner/ NAI (about specific tasks)
????-??	Miner/ except above: Disregard Title
1101-11	Minister/ <u>government</u>
2607-11	Minister/ <u>religion</u>
2607-11	Missionary
1599-15	Mistress, Post
2403-11	Mistress, <u>School/ primary</u> ; teaching
2403-11	Mistress, <u>School/ primary</u> ; NAI (about specific tasks)
6601-17	Mistress, <u>School/</u> residential care, not teaching
2405-11	Mistress, <u>School/ secondary</u> ; teaching
2405-11	Mistress, <u>School/ secondary</u> ; NAI (about specific tasks)
2400-00	Mistress, <u>School/ NAI (about specific tasks or type of school)</u>
7305-11	Mixer/ <u>chemicals</u> except explosives, oil or glue
7411-13	Mixer/ <u>explosives</u>
????-??	Mixer/ <u>food or beverages</u> : Code to Operator, Food Processing Machine
7411-93	Mixer/ <u>glue</u>
7307-11	Mixer/ <u>oil</u>
7407-21	Mixer/ <u>plastics</u>
3903-11	Mixer/ <u>sound</u>
3903-15	Mixer/ <u>vision</u>
6599-99	Model
5907-15	Monitor, Court
4909-01	Monkey, Powder/ supervising staff
4909-11	Monkey, Powder/ except above
7499-19	Mortarman/ <u>army</u>

Code	Title/Task or <u>Industry</u> Response
6699-11	Mortician
4705-13	Motelier/ cooking
5601-11	Motelier/ receiving guests
1505-11	Motelier/ supervising staff, administration
1505-11	Motelier/ NAI (about specific tasks)
4705-13	Motelkeeper/ cooking
5601-11	Motelkeeper/ receiving guests
1505-11	Motelkeeper/ supervising staff, administration
1505-11	Motelkeeper/ NAI (about specific tasks)
6601-17	Mother, Cottage
6601-15	Mother, Day Care
6601-17	Mother, House
7107-11	Motorman
4207-91	Moulder + Coremaker/ apprentice
4207-01	Moulder + Coremaker/ supervising staff
4207-13	Moulder + Coremaker/ except above
4207-91	Moulder, Jobbing/ apprentice
4207-01	Moulder, Jobbing/ supervising staff
4207-13	Moulder, Jobbing/ except above
7419-21	Moulder/ <u>fibre-cement</u>
7401-11	Moulder/ <u>metal</u> ; operating machine
4207-91	Moulder/ <u>metal</u> ; except above; apprentice
4207-01	Moulder/ <u>metal</u> ; except above; supervising staff
4207-13	Moulder/ <u>metal</u> ; except above; except above
7407-15	Moulder/ <u>plastic</u>
7419-11	Moulder/ <u>pre-cast concrete</u>
7409-99	Moulder/ <u>rubber except tyre</u>
7409-11	Moulder/ <u>tyre</u>
7435-11	Mounter, Film
8205-13	Mower, Lawn
2103-11	Mudlogger
4999-99	Muleser
2815-17	Musician
8201-11	Musterer
2107-19	Mycologist

Code	Title/Task or <u>Industry</u> Response
6601-99	Nanny
2819-11	Narrator/ <u>broadcasting</u>
2399-99	Naturopath
3303-23	Navigator/ <u>aircraft</u>
3305-13	Navigator/ <u>navy</u>
4925-91	Needlewoman/ apprentice
4925-01	Needlewoman/ supervising staff
4925-99	Needlewoman/ except above
2107-23	Nematologist
2303-99	Nephrologist
2303-99	Neurologist
2303-35	Neurosurgeon
6301-01	Newsagent/ selling or serving
1501-11	Newsagent/ except above
6501-17	Newsboy
8999-99	Nipper
2809-11	Novelist
2321-15	Nucleographer/ <u>medical</u>
7499-19	Number, Gun/ <u>army</u>
7499-19	Number, Missile/ <u>army</u>
????-??	Numismatist: Code to Manager, <u>Shop</u>
????-??	Nun/ <u>teaching</u> : Code to Teacher
3401-15	Nurse + Midwife
8999-23	Nurse, Animal
8921-15	Nurse, Assistant
6603-11	Nurse, Auxiliary
3401-01	Nurse, Charge
3401-13	Nurse, Community
6605-11	Nurse, Dental
6603-11	Nurse, Enrolled
3401-99	Nurse, Geriatric
3401-17	Nurse, Mental Deficiency
3401-19	Nurse, Mental Health
6603-11	Nurse, Mothercraft
3401-13	Nurse, Occupational Health
3401-19	Nurse, Psychiatric
3401-11	Nurse, Registered/ N/A (about type of nursing)
????-??	Nurse, Registered/ except above: Code to Nurse
3401-91	Nurse, Student/ registered

Code Title/Task or Industry Response

3401-99 Nurse, Theatre
8999-23 Nurse, Veterinary
8999-23 Nurse/ animal or veterinary
5601-11 Nurse/ receptionist
6603-11 Nurse/ state enrolled
2505-25 Nurse/ teaching
3401-11 Nurse/ except above

4801-91 Nurseryman/ apprentice
4801-01 Nurseryman/ supervising staff
4801-11 Nurseryman/ except above

2107-23 Nutritionist/ animal
2399-13 Nutritionist/ except above

Code	Title/Task or Industry Response
2815-17	Oboist
8415-11	Observer + Helper/ <u>mining</u>
3103-17	Observer, Gravity Prospecting
7107-91	Observer, Locomotive
3103-17	Observer, Meteorological
3103-17	Observer, Mineral
3303-23	Observer/ <u>pav</u>
3303-25	Observer/ <u>rescue aircraft</u>
2303-15	Obstetrician
2303-15	Obstetrician + Gynaecologist
2103-13	Oceanographer
2999-99	Oenologist
3999-29	Officer, Acceptance/ <u>financial institution</u>
2701-11	Officer, Accounting
2999-17	Officer, Activities
2909-15	Officer, Actuarial
????-??	Officer, Administrative Service: Code to ASO
2107-27	Officer, Agricultural
3303-99	Officer, Air Defence/ <u>defence forces</u>
1201-11	Officer, Air Force/ Air Marshall or Commodore
1319-15	Officer, Air Force/ Flight Lieutenant; managerial tasks specified
????-??	Officer, Air Force/ Flight Lieutenant; except above: Disregard Title
1319-15	Officer, Air Force/ Group Captain; managerial tasks specified
????-??	Officer, Air Force/ Group Captain; except above: Disregard Title
????-??	Officer, Air Force/ no rank specified: Disregard Title
????-??	Officer, Air Force/ Pilot or Flying Officer: Disregard Title
1319-15	Officer, Air Force/ Squadron Leader; managerial tasks specified
????-??	Officer, Air Force/ Squadron Leader; except above: Disregard Title
1319-15	Officer, Air Force/ Wing Commander; managerial tasks specified
????-??	Officer, Air Force/ Wing Commander; except above: Disregard Title
5503-11	Officer, Air Traffic/ load control
6405-11	Officer, Air Traffic/ passenger services
3909-11	Officer, Ambulance
1319-15	Officer, Army/ Captain, Major or Colonel; managerial tasks specified
????-??	Officer, Army/ Captain, Major or Colonel; except above: Disregard Title
1201-11	Officer, Army/ Field Marshal, General or Brigadier
????-??	Officer, Army/ Lieutenant: Disregard Title
????-??	Officer, Army/ no rank specified: Disregard Title
3103-31	Officer, Artificial Insemination
2999-23	Officer, Assessment/ <u>Office of National Assessments</u>
3903-99	Officer, Audio Visual
2701-11	Officer, Audit
5301-17	Officer, Bank/ accountant
5301-13	Officer, Bank/ accounts clerk or accounting
5301-13	Officer, Bank/ audit clerk
5301-13	Officer, Bank/ balancing, not telling

Code	Title/Task or Industry Response
2701-11	Officer, Bank/ bank examiner
5000-00	Officer, Bank/ checking; NAI (about tasks)
5499-11	Officer, Bank/ cheque processing
5000-00	Officer, Bank/ clerical duties; NAI (about type of clerical duties)
5901-11	Officer, Bank/ collecting bad debts
5201-13	Officer, Bank/ computer operator, not teller or customer services officer
5907-13	Officer, Bank/ conveyancing
6401-11	Officer, Bank/ counter service, not enquiries
6401-11	Officer, Bank/ customer service
5201-13	Officer, Bank/ data entry
5601-13	Officer, Bank/ enquiries
6101-99	Officer, Bank/ foreign currency exchange dealing
2999-19	Officer, Bank/ interpreting or translating for migrants
5301-11	Officer, Bank/ ledger examination or bookkeeping
5203-11	Officer, Bank/ ledger or accounting machinist
3999-29	Officer, Bank/ loans or lending
1303-11	Officer, Bank/ managing marketing; <u>head office</u>
2703-11	Officer, Bank/ managing marketing; except above
6401-11	Officer, Bank/ overseas transactions
5905-11	Officer, Bank/ personnel or staff clerk
5907-13	Officer, Bank/ preparing or searching legal documents
5203-11	Officer, Bank/ proof machinist
5601-13	Officer, Bank/ reception
5301-13	Officer, Bank/ reconciliation
5101-11	Officer, Bank/ secretary
5301-13	Officer, Bank/ security or share documentation
5907-13	Officer, Bank/ settlement or mortgage processing
5101-13	Officer, Bank/ shorthand
5101-13	Officer, Bank/ stenographer
5000-00	Officer, Bank/ supervising; NAI (about staff supervised)
6401-11	Officer, Bank/ teller or cashier
5201-13	Officer, Bank/ terminal operator, not teller or customer services
2705-13	Officer, Bank/ training
5103-13	Officer, Bank/ typist
5201-13	Officer, Bank/ VDU operator, not teller or customer services
5000-00	Officer, Bank/ NAI (about tasks)
???-??	Officer, Bank/ except above: Code to Clerk
5301-21	Officer, Budget
3905-99	Officer, By-Laws
5601-13	Officer, Cable location
1503-11	Officer, Catering
3911-01	Officer, Chief Correctional/ <u>penal institution</u> : supervising staff
3911-01	Officer, Chief Custodial; supervising staff
3999-33	Officer, Chief Petty/ <u>navy</u>
3911-01	Officer, Chief Prison; supervising staff
6601-19	Officer, Child Care
5303-01	Officer, Claims/ <u>health insurance</u>
???-??	Officer, Clerical: Code to Clerk
5901-11	Officer, Collection

Code	Title/Task or Industry Response
2999-99	Officer, Community Arts
3901-11	Officer, Community Development
2707-00	Officer, Computer Systems
6101-99	Officer, Corporate Finance
3911-11	Officer, Correctional/ <u>penal institution</u>
5601-13	Officer, Counter/ enquiry
3999-29	Officer, Credit
3999-29	Officer, Credit Control
2905-11	Officer, Curriculum Development
3911-11	Officer, Custodial
6401-11	Officer, Customer Service/ <u>bank, building society or credit union</u>
3905-19	Officer, <u>Customs</u> / examining cargo or baggage
5503-13	Officer, <u>Customs</u> / preparing documents
????-??	Officer, <u>Customs</u> / except above: Code to Clerk
3905-15	Officer, Dairy Exports Standards
3905-15	Officer, Dairy Produce
5201-13	Officer, Data Processing
3305-91	Officer, Deck/ cadet
3305-13	Officer, Deck/ except above
6405-11	Officer, Despatch/ <u>airlines</u>
5503-11	Officer, Despatch/ except above
5999-99	Officer, Determining/ <u>social security or community welfare</u>
????-??	Officer, Education/ teaching: Code to Teacher
2905-13	Officer, Education/ except above
2999-99	Officer, Electoral
2999-99	Officer, Electorate
2705-11	Officer, Employment
5601-13	Officer, Enquiry
2705-11	Officer, Equal Opportunity
1313-11	Officer, Executive/ <u>APS</u> ; NAI (about specific tasks)
????-??	Officer, Experimental: Code to Researcher
2107-27	Officer, Extension/ <u>agriculture</u>
2107-27	Officer, Field/ <u>agriculture, not inspecting</u>
3905-00	Officer, Field/ inspecting; NAI (about what is inspected)
3905-99	Officer, Field/ <u>social security</u>
????-??	Officer, Field/ except above: Disregard Title
6101-99	Officer, Finance
7211-11	Officer, Fire Prevention
1319-13	Officer, Fire/ commissioned
7211-11	Officer, Fire/ <u>firefighting</u>
8999-99	Officer, First Aid
3905-15	Officer, Fisheries
3303-93	Officer, Flight Service/ trainee
3303-13	Officer, Flight Service/ except above
????-??	Officer, Flying/ air force: Disregard Title
1313-11	Officer, Foreign Affairs/ class 3 or 4
????-??	Officer, Foreign Affairs/ except above: Code to Clerk
2903-13	Officer, Guidance
2301-11	Officer, House/ medical

Code	Title/Task or Industry Response
3901-11	Officer, Housing/ finding low income housing
2799-13	Officer, Industrial
2799-13	Officer, Industrial Relations
5601-13	Officer, Inquiry
6103-11	Officer, Insurance
2999-23	Officer, Intelligence
3905-99	Officer, Land Management/ vermin or weed control
2605-00	Officer, Legal
2905-13	Officer, Liaison/ home-school
3999-15	Officer, Library
3905-99	Officer, Licence Testing
4311-91	Officer, Lines/ <u>Telecom</u> : apprentice
4311-01	Officer, Lines/ <u>Telecom</u> : supervising staff
4311-15	Officer, Lines/ <u>Telecom</u> : except above
3999-29	Officer, Loans
5605-11	Officer, Mail/ delivery
5403-11	Officer, Mail/ sorting
5909-13	Officer, Mail/ except above
2703-11	Officer, Marketing
5303-13	Officer, Marking/ <u>stockbroking</u>
3905-15	Officer, Meatworks Standards
2703-11	Officer, Media
2301-11	Officer, Medical
3901-11	Officer, Migrant Information
1201-11	Officer, Naval/ Admiral or Commodore
1319-15	Officer, Naval/ Captain or Commander; managerial tasks specified
????-??	Officer, Naval/ Captain or Commander; except above: Disregard Title
1319-15	Officer, Naval/ Lieutenant; managerial tasks specified
????-??	Officer, Naval/ Lieutenant; except above: Disregard Title
????-??	Officer, Naval/ no rank specified: Disregard Title
????-??	Officer, Naval/ Sub-lieutenant: Disregard Title
3305-13	Officer, Navigation/ ship
3401-11	Officer, Nursing/ <u>defence forces</u>
5999-99	Officer, Parking
3901-13	Officer, Parole
6405-11	Officer, Passenger Services
3905-13	Officer, Patrol/ <u>gas, electricity or water except security</u>
8911-13	Officer, Patrol/ <u>security</u>
5301-15	Officer, Pay
2705-11	Officer, Personnel/ recruiting
2705-15	Officer, Personnel/ staff development
2705-13	Officer, Personnel/ training
2705-00	Officer, Personnel/ NAI (about specific tasks)
????-??	Officer, Petty/ <u>navy</u> : Disregard Title
3301-11	Officer, Pilot/ <u>air force</u> : flying aircraft
????-??	Officer, Pilot/ <u>air force</u> : except above: Disregard Title
3103-21	Officer, Police/ ballistics
1319-11	Officer, Police/ commissioned
1201-11	Officer, Police/ commissioner

Code	Title/Task or Industry Response
????-??	Officer, Police/ driver: Code to Diver
3103-00	Officer, Police/ examining fingerprints
1319-11	Officer, Police/ inspector
2803-11	Officer, Police/ photographer
3301-11	Officer, Police/ pilot
2605-11	Officer, Police/ prosecutor
1319-11	Officer, Police/ superintendent
3501-11	Officer, Police/ except above
5605-13	Officer, Postal/ delivery
5403-11	Officer, Postal/ sorting
5909-13	Officer, Postal/ except above
2703-11	Officer, Press
3911-11	Officer, Prison
3901-13	Officer, Probation
3913-11	Officer, Procurement
????-??	Officer, Project/ <u>APS</u> : Code to Clerk
2703-11	Officer, Promotions
8911-13	Officer, Protective Service
2703-11	Officer, Public Relations
2703-11	Officer, Publications
2703-11	Officer, Publicity
3913-11	Officer, Purchasing
3905-99	Officer, Quality Assurance/ <u>armaments</u>
3905-15	Officer, Quarantine
5503-15	Officer, Radio/ vehicle contact
8911-11	Officer, Railway Patrol
2999-17	Officer, Recreation
2705-11	Officer, Recruitment
????-??	Officer, Research: Code to Researcher
6405-11	Officer, Reservations/ ticketing
3901-15	Officer, Residential Care
6103-11	Officer, Retirement Planning/ selling insurance
1601-99	Officer, Returning/ electoral
3999-29	Officer, Rural/ <u>banking</u>
3905-13	Officer, Safety
5301-15	Officer, Salaries
2607-11	Officer, Salvation Army
2807-15	Officer, Scientific Liaison/ writing or editing
????-??	Officer, Scientific: Code to Researcher
3305-13	Officer, Seaman/ <u>navy</u>
8911-13	Officer, Security
1311-11	Officer, Senior/ <u>grade A, B or C APS: computing section, branch or division</u>
1311-11	Officer, Senior/ <u>grade A, B or C APS: data processing section, branch or division</u>
1301-11	Officer, Senior/ <u>grade A, B or C APS: finance section, branch or division</u>
1309-11	Officer, Senior/ <u>grade A, B or C APS: personnel section, branch or division</u>
1313-11	Officer, Senior/ <u>grade A, B or C APS: policy development section, branch or division</u>
1399-13	Officer, Senior/ <u>grade A, B or C APS: research section, branch or division</u>
1313-11	Officer, Senior/ <u>grade A, B or C APS: NAI (about function of section, branch or division)</u>
????-??	Officer, Senior/ <u>grade A, B or C APS: except above: Disregard Title</u>

Code	Title/Task or <u>Industry</u> Response
5907-13	Officer, Settlement/ <u>real estate</u>
5301-21	Officer, Specifications/ <u>printing</u>
2705-15	Officer, Staff Development
3905-15	Officer, Standards/ food exports
????-??	Officer, Station/ railway: Code to Assistant, Station
2909-13	Officer, Statistical
5505-11	Officer, Stores
1307-11	Officer, Supply/ <u>defence forces</u>
3913-11	Officer, Supply/ except above
2707-19	Officer, Systems Development/ <u>computing</u>
3905-99	Officer, Taxation Investigation
5999-99	Officer, Taxation/ assessing
3103-29	Officer, Technical/ agricultural
3299-99	Officer, Technical/ airframe
3207-13	Officer, Technical/ architectural
3103-25	Officer, Technical/ biology
3103-25	Officer, Technical/ botany
3207-13	Officer, Technical/ buildings
3207-15	Officer, Technical/ cartography
3299-99	Officer, Technical/ chemical engineering
3103-11	Officer, Technical/ chemistry
3203-11	Officer, Technical/ civil engineering
3201-15	Officer, Technical/ communications
3201-15	Officer, Technical/ computing
3203-11	Officer, Technical/ construction except buildings
????-??	Officer, Technical/ drafting: Code to Draftsperson
3201-11	Officer, Technical/ electrical
3201-15	Officer, Technical/ electronic
3103-25	Officer, Technical/ fisheries
3103-25	Officer, Technical/ forestry
3103-15	Officer, Technical/ geology
3103-15	Officer, Technical/ geophysical
3103-29	Officer, Technical/ horticulture
3205-11	Officer, Technical/ mechanical engineering
3101-11	Officer, Technical/ medical
3103-15	Officer, Technical/ meteorological
3299-99	Officer, Technical/ mining
3103-19	Officer, Technical/ physics
3103-00	Officer, Technical/ science; NAI (about field of science)
3207-15	Officer, Technical/ surveying
3201-15	Officer, Technical/ <u>Telecom</u>
3103-23	Officer, Technical/ textiles
3103-25	Officer, Technical/ veterinary
3299-11	Officer, Technical/ welding
3103-25	Officer, Technical/ zoology
3000-00	Officer, Technical/ NAI (about field of work)
5503-11	Officer, Timetable
2705-13	Officer, Training
5907-99	Officer, Trustee

Code	Title/Task or <u>Industry</u> Response
2323-11	Officer, Veterinary
3999-33	Officer, Warrant/ <u>defence forces</u>
7399-29	Officer, Water/ <u>irrigation</u>
8999-11	Officer, Welfare/ animal
3901-15	Officer, Welfare/ except above
3905-99	Officer, Wildlife
2799-15	Officer, Work Study
3901-17	Officer, Youth
????-??	Official, <u>Trade Union</u> / managerial tasks: Code to Manager
2799-13	Official, <u>Trade Union</u> / except above
6415-13	Offsider, Driller's
8999-99	Offsider, Milkman's
8909-17	Offsider, Truck Driver's
8909-17	Offsider, Truckie's
8101-99	Oiler/ motor vehicles
1201-11	Ombudsman
2303-23	Oncologist/ radiation
2303-35	Oncologist/ surgical
2303-99	Oncologist/ except above
8199-39	Opener/ shellfish
5203-11	Operator, Accounting Machine
7305-11	Operator, Acetylene Plant
7305-11	Operator, Acid Plant
7399-99	Operator, Air Compressor
3999-99	Operator, Air Surveillance/ <u>air force</u>
7317-11	Operator, Air Track
7303-11	Operator, Airconditioning
7399-11	Operator, Amalgamator/ <u>ore processing</u>
1599-99	Operator, Amusement Park
7299-99	Operator, APC
7299-99	Operator, Armoured Personnel Carrier
3903-11	Operator, Audio
7305-11	Operator, Autoclave/ <u>chemicals</u>
7431-27	Operator, Autoclave/ <u>food processing</u>
7201-15	Operator, Backhoe
7433-99	Operator, Baling Machine
????-??	Operator, Batch Still/ <u>chemicals</u> : Code to Operator, Chemical Production Machine
7399-15	Operator, Beater/ <u>papermaking</u>
7399-15	Operator, Bleacher/ <u>papermaking</u>
7425-17	Operator, Bleaching Machine/ <u>textiles</u>
7305-11	Operator, Blender/ <u>chemicals except explosives, oil or glue</u>
7411-13	Operator, Blender/ <u>explosives</u>
????-??	Operator, Blender/ <u>food or beverages</u> : Code to Operator, Food Processing Machine
7411-99	Operator, Blender/ <u>glue</u>
7307-11	Operator, Blender/ <u>oil</u>

Code	Title/Task or Industry Response
5999-99	Operator, Blueprint Machine
7201-19	Operator, Bobcat
7303-11	Operator, Boiler/ <u>all industries other than power generation</u>
7301-11	Operator, Boiler/ <u>power generation</u>
7300-00	Operator, Boiler/ <u>NAI (about industry)</u>
7425-99	Operator, Bonding Machine/ <u>textiles</u>
4507-91	Operator, Bookfolder/ apprentice
4507-01	Operator, Bookfolder/ supervising staff
4507-11	Operator, Bookfolder/ except above
7433-11	Operator, Bottling Machine
7431-17	Operator, Brewery Machine
7431-17	Operator, Brewhouse Machine
7419-13	Operator, Brick Cutting Machine
7419-13	Operator, Brickmaking Machine
7499-99	Operator, Brushmaking Machine
7201-11	Operator, Bulldozer
7101-11	Operator, Bus
7427-11	Operator, Buttoning Machine
7313-11	Operator, Cable Car
7299-99	Operator, Cable Ferry
5203-11	Operator, Calculator
????-??	Operator, Calender/ <u>chemicals</u> : Code to Operator, Chemical Production Machine
3903-13	Operator, Camera/ motion picture
3903-15	Operator, Camera/ television
7433-99	Operator, Can Filler and Closer
7399-99	Operator, Car Compactor
5201-13	Operator, Card Punch
7421-11	Operator, Carding Machine
7425-13	Operator, Carpet Making Machine
7415-15	Operator, Carton Machine
6403-11	Operator, Cash Register
7401-13	Operator, Casting Machine/ <u>metal</u>
7399-27	Operator, Cement Plant
7405-11	Operator, Chain Making Machine
8203-15	Operator, Chainsaw
7313-11	Operator, Chairlift
6403-11	Operator, Check Out
7305-11	Operator, Chemical Plant
7411-13	Operator, Chemical Production Machine/ <u>explosives</u>
7411-11	Operator, Chemical Production Machine/ <u>pharmaceuticals or toiletries</u>
7411-00	Operator, Chemical Production Machine/ <u>NAI (about type of chemical)</u>
7411-99	Operator, Chemical Production Machine/ except above
3903-01	Operator, Chief Camera/ motion picture; supervising staff
3903-01	Operator, Chief Camera/ television; supervising staff
3903-01	Operator, Chief Television Camera; supervising staff
3903-01	Operator, Chief Video/ TV or film; supervising staff
7413-99	Operator, Chipper/ <u>wood</u>
7399-29	Operator, Chlorination Plant/ <u>water treatment</u>
7419-13	Operator, Clay Products Machine

Code Title/Task or Industry Response

7105-13	Operator, Coal Hauler
7399-11	Operator, Coal Washery
7201-21	Operator, Coal-Cutting Machine/ <u>open cut mine</u>
7201-23	Operator, Coal-Cutting Machine/ <u>underground mine</u>
7415-13	Operator, Coating Machine/ <u>papermaking</u>
8103-13	Operator, Coil Winding Machine
7421-11	Operator, Combing Machine
3999-11	Operator, Communications/ <u>defence forces</u>
7207-13	Operator, Compactor/ <u>roadmaking</u>
5201-11	Operator, Computer
6405-11	Operator, Computer Tote
7105-13	Operator, Concrete Mixer
7419-11	Operator, Concrete Pipe Machine
7419-11	Operator, Concrete Products Machine
6403-11	Operator, Console/ <u>service station</u>
7399-15	Operator, Continuous Digester/ <u>papermaking</u>
7201-23	Operator, Continuous Miner
7401-15	Operator, Continuous Wire Machine
3903-17	Operator, Control Room/ <u>broadcasting</u>
7399-11	Operator, Control Room/ <u>coal preparation</u>
7309-11	Operator, Control Room/ <u>grain</u>
7309-11	Operator, Control Room/ <u>ore handling</u>
7399-11	Operator, Control Room/ <u>ore processing</u>
7301-11	Operator, Control Room/ <u>power generation</u>
8911-13	Operator, Control Room/ <u>security</u>
7309-11	Operator, Control Room/ <u>tank farm</u>
7309-11	Operator, Conveyor Belt
7435-11	Operator, Copy Camera
7421-13	Operator, Cotton Gin
7209-11	Operator, Cotton Picking Machine
7311-11	Operator, Crane
7315-17	Operator, Crematorium
7399-11	Operator, Crusher/ <u>ore</u>
7407-99	Operator, Crusher/ <u>plastics</u>
7399-11	Operator, Crusher/ <u>stone or clay</u>
7431-13	Operator, Crusher/ <u>sugar cane</u>
7405-11	Operator, Cutter/ <u>metal</u>
7415-13	Operator, Cutter/ <u>paper</u>
7425-99	Operator, Cutter/ <u>textiles</u>
7399-29	Operator, Dam Gates
7435-11	Operator, Darkroom
5201-13	Operator, Data Entry
5201-13	Operator, Data Preparation
5201-13	Operator, Data Processing
5201-15	Operator, Data Transceiver
7413-99	Operator, Debarker
7431-19	Operator, Defeatherer
7433-99	Operator, Depalletiser
7201-21	Operator, Drag Line

Code	Title/Task or <u>Industry</u> Response
3305-11	Operator, Dredge/ boat
7201-25	Operator, Dredge/ except above
7317-11	Operator, Drill/ <u>mining</u>
????-??	Operator, Dryer/ <u>food processing</u> : Code to Operator, Food Processing Machine
7423-11	Operator, Dryer/ <u>leather</u>
7415-13	Operator, Dryer/ <u>papermaking</u>
7425-17	Operator, Dryer/ <u>textiles</u>
3903-11	Operator, Dubbing
3903-11	Operator, Dubbing Machine
7309-11	Operator, Dumper/ <u>car</u>
5499-11	Operator, Duplicating Machine
7425-17	Operator, Dyeing Machine
7201-00	Operator, Earthmoving Equipment/ NAI (about type of equipment)
8205-13	Operator, Edging Machine/ lawns
7301-11	Operator, Electrical/ <u>power generation</u>
7399-31	Operator, Electrolytic Cell
5201-13	Operator, Electronic Data Processing
5999-99	Operator, Embossing Machine
7435-11	Operator, Enlarger/ <u>photographic</u>
7431-21	Operator, Evaporator/ <u>dairy products</u>
7431-19	Operator, Eviscerator
7201-29	Operator, Excavator
7419-13	Operator, Extruding Machine/ <u>clay</u>
7407-25	Operator, Extruding Machine/ coating or sheathing wire or cable
????-??	Operator, Extruding Machine/ <u>foods</u> : Code to Operator, Food Processing Machine
7401-17	Operator, Extruding Machine/ <u>metal</u>
7407-13	Operator, Extruding Machine/ <u>plastics, not wire or cable</u>
7407-25	Operator, Extruding Machine/ <u>powder coating</u>
7409-99	Operator, Extruding Machine/ <u>rubber, not wire or cable</u>
5201-15	Operator, Facsimile
1599-99	Operator, Fairground
7209-11	Operator, Farm Machinery/ NAI (about type of machinery)
????-??	Operator, Fast Food: Code to Manager, <u>Fast Food</u>
7305-11	Operator, Fermentation/ <u>chemicals</u>
3305-11	Operator, Ferry/ not cable ferry
7307-13	Operator, Field/ <u>oil or gas</u>
7435-11	Operator, Film Processing Machine
????-??	Operator, Filter/ <u>chemicals</u> : Code to Operator, Chemical Production Machine
7399-11	Operator, Filter/ <u>mineral ore</u>
7399-29	Operator, Filter/ <u>water treatment</u>
7423-11	Operator, Finishing Machine/ <u>leather</u>
7425-17	Operator, Finishing Machine/ <u>textiles</u>
7431-19	Operator, Fish Processing Machine
7423-11	Operator, Fleshing Machine/ <u>leather</u>
7399-11	Operator, Flotation
7499-17	Operator, Folding Machine/ <u>laundry</u>
7431-17	Operator, Food Processing Machine/ <u>alcoholic beverage, not packaging</u>
7431-11	Operator, Food Processing Machine/ <u>grain or cereal, not packaging</u>
7431-25	Operator, Food Processing Machine/ <u>ice-cream, not packaging</u>

Code	Title/Task or Industry Response
7431-23	Operator, Food Processing Machine/ <u>margarine, not packaging</u>
7431-19	Operator, Food Processing Machine/ <u>meat or fish, not packaging</u>
7431-21	Operator, Food Processing Machine/ <u>milk, not packaging</u>
7433-11	Operator, Food Processing Machine/ packaging; liquids
7433-00	Operator, Food Processing Machine/ packaging; NAI (about type of goods packaged)
7433-99	Operator, Food Processing Machine/ packaging; except above
7431-15	Operator, Food Processing Machine/ <u>soft drink or syrup, not packaging</u>
7431-13	Operator, Food Processing Machine/ <u>sugar, not packaging</u>
7431-00	Operator, Food Processing Machine/ <u>NAI (about type of food), not packaging</u>
7431-99	Operator, Food Processing Machine/ except above
7401-11	Operator, Forge
7405-11	Operator, Forging Machine
7203-11	Operator, Forklift
7399-17	Operator, Forming Line/ <u>wood</u>
7205-11	Operator, Forwarder/ <u>logging</u>
7201-19	Operator, Front End Loader
6403-01	Operator, Front End/ <u>supervising checkouts</u>
7431-15	Operator, Fruit Juicer
7431-99	Operator, Fruit Processing Machine
7417-11	Operator, Furnace/ glass
7315-11	Operator, Furnace/ except above
7427-00	Operator, Garment Making Machine
7421-11	Operator, Gill Box
7417-11	Operator, Glass Melt
7417-11	Operator, <u>Glass Processing Machine</u>
7201-27	Operator, Grader
7309-11	Operator, Grain Terminal
????-??	Operator, Granulator Machine/ <u>chemicals</u> : Code to Operator, Chemical Production Machine
7399-15	Operator, Grinder/ <u>papermaking</u>
7399-11	Operator, Grinding Mill/ mineral ore
4507-91	Operator, Guillotine/ <u>bookbinding or printing</u> : apprentice
4507-01	Operator, Guillotine/ <u>bookbinding or printing</u> : supervising staff
4507-11	Operator, Guillotine/ <u>bookbinding or printing</u> : except above
4203-91	Operator, Guillotine/ <u>metal</u> : apprentice
4203-01	Operator, Guillotine/ <u>metal</u> : supervising staff
4203-17	Operator, Guillotine/ <u>metal</u> : except above
7413-19	Operator, Guillotine/ <u>wood</u>
7209-11	Operator, Harvester
7209-11	Operator, Header/ <u>farming</u>
7399-11	Operator, Heap Leach
7313-11	Operator, Hoist
3305-11	Operator, Hovercraft
7315-15	Operator, Humidifier/ <u>wood</u>
7399-11	Operator, Hydraulic Fill
7423-11	Operator, Hydro Extracting Machine/ <u>tannery</u>
7301-11	Operator, Hydro-electric Station
3305-11	Operator, Hydrofoil
7399-17	Operator, In Feed/ <u>wood</u>

Code	Title/Task or <u>Industry</u> Response
8499-17	Operator, Jackhammer
7431-15	Operator, Juice Machine/ <u>fruit or vegetables</u>
7431-15	Operator, Juicer/ <u>fruit or vegetables</u>
7317-11	Operator, Jumbo
????-??	Operator, Kettle/ <u>chemicals</u> : Code to Operator, Chemical Production Machine
5201-13	Operator, Key Punch
5201-13	Operator, Key To Disc
5201-13	Operator, Keyboard
7315-15	Operator, Kiln
7409-99	Operator, Knitting Machine/ <u>rubber</u>
7425-15	Operator, Knitting Machine/ except above
7433-99	Operator, Labelling Machine
7407-19	Operator, Laminating Machine/ <u>plastic</u>
7417-11	Operator, Laminating/ <u>glass</u>
7413-23	Operator, Laminator/ <u>wood and wood products</u>
8203-15	Operator, Landing/ <u>logging</u>
7429-11	Operator, Lasting Machine/ <u>shoemaking</u>
4103-91	Operator, Lathe/ <u>metal</u> : apprentice
4103-01	Operator, Lathe/ <u>metal</u> : supervising staff
4103-13	Operator, Lathe/ <u>metal</u> : except above
????-??	Operator, Lathe/ <u>wood</u> : Code to Machinist, Wood
7499-17	Operator, <u>Laundry Machine</u>
5203-11	Operator, Ledger Machine
7313-11	Operator, Lift
4501-91	Operator, Linotype/ apprentice
4501-01	Operator, Linotype/ supervising staff
4501-11	Operator, Linotype/ except above
7305-11	Operator, Liquid Gas Plant
7201-19	Operator, Loader/ <u>diesel</u>
7201-19	Operator, Loader/ <u>front end</u>
7309-11	Operator, Loader/ <u>ship</u>
7309-11	Operator, Loader/ <u>train</u>
7201-19	Operator, Loader/ except above
7205-11	Operator, Log Loading Machine
7425-13	Operator, Loom
8101-99	Operator, Lube
7000-00	Operator, Machine/ NAI (about type of machine)
????-??	Operator, Machine/ except above: Code to Operator
7305-11	Operator, Make Up Plant/ <u>chemicals</u>
7431-19	Operator, <u>Meat Processing Machine</u>
7399-11	Operator, Mechanical Stripper/ <u>mineral ore</u>
5201-13	Operator, Micro Computer
5201-99	Operator, Microfilm
3903-99	Operator, Microphone Boom
7431-21	Operator, Milk Treating Machine
7399-11	Operator, Mill/ <u>mineral ore</u>
7409-99	Operator, Mill/ <u>rubber</u>
7431-11	Operator, Milling Machine/ <u>field crops</u>
4103-91	Operator, Milling Machine/ <u>metal</u> : apprentice

Code	Title/Task or Industry Response
4103-01	Operator, Milling Machine/ <u>metal</u> ; supervising staff
4103-13	Operator, Milling Machine/ <u>metal</u> ; except above
????-??	Operator, Mincer/ <u>food processing</u> : Code to Operator, Food Processing Machine
7201-23	Operator, Miner
7201-29	Operator, Mining Plant/ excavation
7305-11	Operator, Mixer/ <u>chemicals except explosives, oil or glue</u>
7411-13	Operator, Mixer/ <u>explosives</u>
????-??	Operator, Mixer/ <u>foodstuffs</u> : Code to Operator, Food Processing Machine
7411-99	Operator, Mixer/ <u>glue</u>
7307-11	Operator, Mixer/ <u>oil</u>
6101-99	Operator, <u>Money Market</u>
7419-11	Operator, Moulding Machine/ <u>cement products</u>
7401-11	Operator, Moulding Machine/ <u>metal</u>
7407-15	Operator, Moulding Machine/ <u>plastics</u>
7409-99	Operator, Moulding Machine/ <u>rubber</u>
7413-23	Operator, Moulding Machine/ <u>wood</u>
7399-99	Operator, Oilseed Processing
7399-11	Operator, Ore Treatment
7299-99	Operator, Overhead Tower Wagon
7427-11	Operator, Overlocker
7433-11	Operator, Packaging Machine/ liquids
7433-00	Operator, Packaging Machine/ NAI (about type of goods packaged)
7433-99	Operator, Packaging Machine/ except above
7433-99	Operator, Palletiser
4901-91	Operator, Panel Saw/ apprentice
4901-01	Operator, Panel Saw/ supervising staff
4901-11	Operator, Panel Saw/ except above
7415-15	Operator, Paper Machine/ <u>making paper products</u>
7415-13	Operator, Paper Machine/ <u>making paper</u> : dry end
7415-11	Operator, Paper Machine/ <u>making paper</u> : wet end
????-??	Operator, Pasteuriser/ <u>foodstuffs</u> : Code to Operator, Food Processing Machine
7207-11	Operator, Paver/ concrete or bitumen
7207-11	Operator, Paving Plant
8999-13	Operator, <u>Pest Control</u>
7307-11	Operator, Petroleum Processing Plant
5603-11	Operator, Phonogram
5499-11	Operator, Photocopying Machine
7435-11	Operator, Photographic Laboratory
7309-11	Operator, Plant/ <u>bulk material handling</u>
7399-27	Operator, Plant/ <u>cement production</u>
7305-11	Operator, Plant/ <u>chemical</u>
7399-35	Operator, Plant/ <u>concrete batching or production</u>
7317-11	Operator, Plant/ drilling
7303-11	Operator, Plant/ <u>engine or boiler except power generation</u>
7201-00	Operator, Plant/ <u>excavating or earthmoving</u> ; NAI (about type of plant)
7315-00	Operator, Plant/ furnace or kiln; NAI (about type of furnace or kiln)
7307-11	Operator, Plant/ <u>grease manufacturing</u>
7315-17	Operator, Plant/ incinerator
7201-00	Operator, Plant/ landscaping; NAI (about type of plant)

Code	Title/Task or Industry Response
7205-11	Operator, Plant/ <u>logging</u>
7201-00	Operator, Plant/ <u>making fire trails</u> ; NAI (about type of plant)
7209-13	Operator, Plant/ <u>mowing lawns</u>
7399-11	Operator, Plant/ <u>ore treating</u>
7399-15	Operator, Plant/ <u>paper pulp preparation</u>
7207-11	Operator, Plant/ <u>paving or surfacing</u>
7307-11	Operator, Plant/ <u>petroleum or gas except drilling</u>
7301-11	Operator, Plant/ <u>power generation</u>
7207-11	Operator, Plant/ <u>road except excavating or earthmoving</u>
7399-29	Operator, Plant/ <u>sewage treatment</u>
7399-29	Operator, Plant/ <u>water treatment</u>
7000-00	Operator, Plant/ <u>NAI (about type of plant or industry)</u>
????-??	Operator, Plant/ except above: Code to Operator
7407-17	Operator, Plastics Machine/ <u>foam or cellular plastic</u>
7407-00	Operator, Plastics Machine/ NAI (about type of machine)
7419-15	Operator, Polisher/ <u>marble</u>
7419-15	Operator, Polisher/ <u>stone except gemstone</u>
7315-11	Operator, Pot/ <u>aluminium smelter or refinery</u>
7301-11	Operator, Power Plant
7399-11	Operator, Precipitator/ <u>ore processing</u>
7499-99	Operator, Press/ <u>carpet</u>
7419-13	Operator, Press/ <u>clay</u>
????-??	Operator, Press/ <u>food</u> : Code to Operator, Food Processing Machine
7399-17	Operator, Press/ <u>hardboard</u>
7403-11	Operator, Press/ <u>metal except extrusion</u>
7401-17	Operator, Press/ <u>metal extrusion</u>
7415-15	Operator, Press/ <u>paper</u>
7399-17	Operator, Press/ <u>particle board or chipboard</u>
7407-13	Operator, Press/ <u>plastics: extruding</u>
7407-19	Operator, Press/ <u>plastics: sheet</u>
7409-99	Operator, Press/ <u>rubber</u>
7429-11	Operator, Press/ <u>shoemaking</u>
7400-00	Operator, Press/ <u>NAI (about tasks or type of press)</u>
7435-11	Operator, Printer/ <u>photographic</u>
????-??	Operator, Printing Machine: Code to Printer
7401-13	Operator, Process/ <u>pouring or casting metal</u>
7307-11	Operator, Production/ <u>oil or gas</u>
7399-23	Operator, Pump/ <u>concrete</u>
7307-11	Operator, Pump/ <u>petroleum</u>
5201-13	Operator, Punch Card
3903-17	Operator, Radio/ <u>broadcasting</u>
5503-15	Operator, Radio/ <u>taxi or emergency services</u>
3999-11	Operator, Radio/ except above
7309-11	Operator, Reclaimer
7305-11	Operator, Recovery Plant/ <u>chemical</u>
7399-15	Operator, Refiner/ <u>papermaking</u>
7399-31	Operator, Refinery/ <u>metal</u> : electrolytic refining except aluminium
7315-11	Operator, Refinery/ <u>metal</u> : except above
7307-11	Operator, Refinery/ <u>petroleum</u>

Code	Title/Task or Industry Response
7303-11	Operator, Refrigeration Plant
7413-13	Operator, Resaw
7431-27	Operator, Retort/ <u>food processing</u>
7415-13	Operator, Rewinder/ <u>paper</u>
7413-13	Operator, Ripsaw
7405-11	Operator, Riveting Machine
7201-00	Operator, Road Plant/ <u>earthmoving or excavating</u> ; NAI (about type of plant)
7207-11	Operator, Road Plant/ except above
7299-99	Operator, Road Sweeper
7207-13	Operator, Roadroller
7409-99	Operator, Roller Grinder/ <u>rubber</u>
7207-13	Operator, Roller/ <u>road paving</u>
7431-11	Operator, Rolling Mill/ <u>flour</u>
7399-13	Operator, Rolling Mill/ <u>metals</u>
7425-19	Operator, Rope Making Machine
7209-13	Operator, Rotary Hoe
7409-99	Operator, Rubber Mill
7409-99	Operator, <u>Rubber Products Machine</u> / except tyres
7423-11	Operator, Sammying Machine
7413-99	Operator, Sanding Machine
7419-15	Operator, Saw/ <u>stone</u>
4901-91	Operator, Saw/ <u>wood</u> ; operating panel saw; apprentice
4901-01	Operator, Saw/ <u>wood</u> ; operating panel saw; supervising staff
4901-11	Operator, Saw/ <u>wood</u> ; operating panel saw; except above
7413-00	Operator, Saw/ <u>wood</u> ; NAI (about specific tasks)
7435-11	Operator, Scanner/ <u>photographic</u>
7421-15	Operator, Scouring Machine/ <u>textiles</u>
7201-13	Operator, Scraper/ <u>earthmoving</u>
7399-11	Operator, Screener/ <u>mineral ore</u>
7399-15	Operator, Screener/ <u>papermaking</u>
8911-13	Operator, Security Control
7399-11	Operator, Separator/ <u>mineral ore</u>
7399-29	Operator, Sewage Plant
4917-91	Operator, Sewing Machine/ <u>canvas except clothing</u> ; apprentice
4917-01	Operator, Sewing Machine/ <u>canvas except clothing</u> ; supervising staff
4917-13	Operator, Sewing Machine/ <u>canvas except clothing</u> ; except above
7427-00	Operator, Sewing Machine/ <u>clothing except shoes</u>
4917-91	Operator, Sewing Machine/ <u>leather except clothing</u> ; apprentice
4917-01	Operator, Sewing Machine/ <u>leather except clothing</u> ; supervising staff
4917-11	Operator, Sewing Machine/ <u>leather except clothing</u> ; except above
7429-11	Operator, Sewing Machine/ <u>shoe</u>
7427-00	Operator, Sewing Machine/ <u>soft fabrics or furnishings</u>
7427-00	Operator, Sewing Machine/ NAI (about type of material)
7429-11	Operator, <u>Shoemaking Machine</u>
7201-21	Operator, Shovel
3999-11	Operator, Signals/ <u>defence forces</u>
7309-11	Operator, Silo
7425-11	Operator, Sizing Machine/ <u>textiles</u>
7205-11	Operator, Skidder

Code	Title/Task or <u>Industry</u> Response
7415-13	Operator, Slitting Machine/ <u>paper</u>
7431-19	Operator, Smallgoods Processing
7431-19	Operator, Smokehouse
????-??	Operator, Snack Bar: Code to Manager, <u>Shop</u>
7317-11	Operator, Snubbing Unit
????-??	Operator, Solutions Machine/ <u>chemicals</u> : Code to Operator, Chemical Production Machine
7399-11	Operator, Solutions Machine/ <u>mineral ore</u>
3999-99	Operator, Sonar/ <u>navy</u>
3903-11	Operator, Sound Recording
7421-11	Operator, Spinning Machine
7413-19	Operator, Splicing Machine/ <u>wood</u>
7431-99	Operator, Spray Dryer/ <u>dairy products</u>
7207-11	Operator, Sprayer/ <u>road paving</u>
7207-11	Operator, Spreader/ <u>road paving</u>
7405-11	Operator, Spring Making Machine
7309-11	Operator, Stack
7423-11	Operator, Staking Machine
6101-11	Operator, Stock Exchange
7203-13	Operator, Straddle Carrier
7299-99	Operator, Streetsweeper
7405-11	Operator, Stretcher/ <u>metal</u>
7431-13	Operator, Sugar Processing Machine
7415-13	Operator, Supercalender/ <u>papermaking</u>
7399-11	Operator, Surface Hydraulic Fill
5603-11	Operator, Switchboard
1599-99	Operator, TAB/ supervising staff, administration
6405-11	Operator, TAB/ taking bets
1599-99	Operator, TAB/ NAI (about specific tasks)
7411-11	Operator, Tablet Making Machine
7309-11	Operator, Tank Farm
7423-11	Operator, Tannery
7103-11	Operator, Taxi
7105-11	Operator, Taxi Truck
6501-15	Operator, Telephone/ canvassing
6405-11	Operator, Telephone/ taking bets
5603-11	Operator, Telephone/ telephonist
5603-11	Operator, Telephone/ NAI (about specific tasks)
3903-15	Operator, Television Camera
5201-15	Operator, Telex
7400-00	Operator, Textile Machine/ NAI (about type of machine)
7425-00	Operator, Textile Processing Machine/ NAI (about type of machine)
7407-15	Operator, Thermotforming Machine
7399-11	Operator, Thickener/ <u>mineral ore</u>
7399-21	Operator, Timber Treatment Plant
7307-15	Operator, Torque-turn Computer
1599-99	Operator, Tote/ supervising staff, administration
6405-11	Operator, Tote/ taking bets
1599-99	Operator, Tote/ NAI (about specific tasks)

Code	Title/Task or <u>Industry Response</u>
7417-11	Operator, Toughening/ <u>glass</u>
6507-11	Operator, Tour
7299-11	Operator, Track Laying Plant
7299-11	Operator, Track Repairing Plant
7209-11	Operator, Tractor
6101-11	Operator, Trading Floor/ <u>stockbroking</u>
7105-13	Operator, Transport/ driving truck
1601-99	Operator, Transport/ supervising staff, administration
1601-99	Operator, Transport/ NAI (about specific tasks)
7205-11	Operator, Tree Faller
7201-17	Operator, Trench Digger
7201-17	Operator, Trench Machine
7413-13	Operator, Trim Saw
7203-11	Operator, Truck/ forklift
7105-13	Operator, Truck/ <u>road transport</u>
7201-23	Operator, Truck/ underground
7105-13	Operator, Truck/ <u>NAI (about type of truck)</u>
7425-99	Operator, Tufting Machine
7307-11	Operator, Turbine/ <u>petroleum refining</u>
7301-11	Operator, Turbine/ <u>power generation</u>
7421-11	Operator, Twisting Machine/ <u>textiles</u>
5201-13	Operator, VDU/ data processing
5105-11	Operator, VDU/ word processing
5201-13	Operator, VDU/ NAI (about type of equipment)
7431-15	Operator, Vegetable Juicer
7431-99	Operator, Vegetable Processing Machine
7413-19	Operator, Veneer Trimmer
7499-99	Operator, Venetian Blind Machine
7399-11	Operator, Vibrator/ <u>pre processing</u>
7299-99	Operator, Vibroseis
3903-15	Operator, Video/ TV or film
5201-13	Operator, Visual Display Unit/ data processing
5105-11	Operator, Visual Display Unit/ word processing
5201-13	Operator, Visual Display Unit/ NAI (about type of equipment)
7425-11	Operator, Warp Machine
7399-11	Operator, Wash Plant
7399-29	Operator, Water Service
7399-29	Operator, Water Treatment Plant
7399-99	Operator, Weighbridge
4205-91	Operator, Welder/ apprentice
4205-01	Operator, Welder/ supervising staff
4205-21	Operator, Welder/ except above
7313-11	Operator, Winch
7415-13	Operator, Winder/ <u>papermaking</u>
7421-11	Operator, Winding Machine/ <u>textiles</u>
7401-15	Operator, Wire Drawing Machine
7413-00	Operator, <u>Wood Processing Machine</u> / NAI (about type of machine)
7421-15	Operator, Wool Scouring
7423-11	Operator, Woolpulling Machine

Code	Title/Task or <u>Industry</u> Response
5105-11	Operator, Word Processor
5499-11	Operator, Xerox Machine
7421-11	Operator, <u>Yarn Machine</u>
2303-17	Ophthalmologist
4999-13	Optician/ dispensing
2311-11	Optician/ testing or prescribing
2311-11	Optometrist
1401-31	Orchardist
5907-15	Orderly, Court
8921-11	Orderly/ <u>medical</u>
5505-15	Orderman, Timber
1303-11	Organiser, Campaign/ advertising or political
6301-15	Organiser, Canteen/ <u>school</u>
2799-13	Organiser, Union
2815-17	Organist
2107-23	Ornithologist
2305-13	Orthodontist
2399-15	Orthoptist
2399-99	Orthotist
2317-13	Osteopath
2303-31	Otorhinolaryngologist
7427-11	Overlocker
8201-01	Overseer, <u>Farm</u>
????-??	Overseer/ except above: Disregard Title
7101-11	Owner + Driver/ bus
7103-11	Owner + Driver/ car
7103-11	Owner + Driver/ taxi except truck
7105-13	Owner + Driver/ truck
????-??	Owner, Flat: Code to Landlord
????-??	Owner: Code to Manager

Code	Title/Task or Industry Response
8909-13	Packer, Furniture
8105-13	Packer, Hand/ fruit or vegetables
8105-11	Packer, Hand/ meat
8105-00	Packer, Hand/ NAI (about goods packed)
8105-99	Packer, Hand/ except above
7433-99	Packer, Meat/ operating packing machine
8105-11	Packer, Meat/ except above
8907-11	Packer, Night
8907-11	Packer, Shelf
????-??	Packer/ <u>factory</u> : Code to Packer, Hand
7433-99	Packer/ operating packing machine
8907-11	Packer/ <u>supermarket</u> : loading or unloading
????-??	Packer/ <u>supermarket</u> : wrapping goods: Code to Packer, Hand
8105-00	Packer/ NAI (about specific tasks)
????-??	Packer/ except above: Code to Packer, Hand
2303-25	Paediatrician
2305-13	Paedodontist
8903-11	Page, Hotel
4405-91	Painter + Decorator/ apprentice
4405-01	Painter + Decorator/ supervising staff
4405-11	Painter + Decorator/ except above
4405-91	Painter, Bridge/ apprentice
4405-01	Painter, Bridge/ supervising staff
4405-11	Painter, Bridge/ except above
4605-91	Painter, Coach/ apprentice
4605-01	Painter, Coach/ supervising staff
4605-11	Painter, Coach/ except above
4405-91	Painter, House/ apprentice
4405-01	Painter, House/ supervising staff
4405-11	Painter, House/ except above
4600-00	Painter, Spray + Panelbeater
8107-11	Painter, Spray/ <u>manufacturing</u>
4405-91	Painter, Spray/ <u>painting buildings</u> : apprentice
4405-01	Painter, Spray/ <u>painting buildings</u> : supervising staff
4405-11	Painter, Spray/ <u>painting buildings</u> : except above
4605-91	Painter, Spray/ <u>vehicle repair</u> : apprentice
4605-01	Painter, Spray/ <u>vehicle repair</u> : supervising staff
4605-11	Painter, Spray/ <u>vehicle repair</u> : except above
2801-11	Painter/ artist
4405-91	Painter/ buildings: apprentice
4405-01	Painter/ buildings: supervising staff
4405-11	Painter/ buildings: except above
4605-91	Painter/ vehicle repair: apprentice
4605-01	Painter/ vehicle repair: supervising staff
4605-11	Painter/ vehicle repair: except above
4405-11	Painter/ NAI (about type of painting)

Code	Title/Task or <u>Industry Response</u>
2103-11	Palaeontologist
7433-99	Palletiser
4600-00	Panelbeater + Mechanic
4600-00	Panelbeater + Spraypainter
4603-91	Panelbeater/ apprentice
4603-01	Panelbeater/ supervising staff
4603-11	Panelbeater/ except above
8919-11	Pantrymaid
8999-99	Paperboy/ delivering newspapers
6501-17	Paperboy/ selling newspapers
6501-17	Paperboy/ NAI (about specific tasks)
4405-91	Paperhanger/ apprentice
4405-01	Paperhanger/ supervising staff
4405-13	Paperhanger/ except above
3909-11	Paramedic, Ambulance
2107-99	Parasitologist
6601-17	Parent, Cottage
6601-17	Parent, Hostel
6601-17	Parent, House
1101-11	Parliamentarian
????-??	Partner: Code to Manager
2607-11	Pastor
1401-17	Pastoralist/ <u>cattle</u>
1401-21	Pastoralist/ <u>sheep</u>
1401-00	Pastoralist/ <u>NAI (about type of livestock)</u>
4703-91	Pastrycook/ apprentice
4703-01	Pastrycook/ supervising staff
4703-11	Pastrycook/ except above
2305-13	Pathologist, Oral
2107-19	Pathologist, Plant
2315-11	Pathologist, Speech
2107-23	Pathologist, Veterinary
2107-23	Pathologist/ animal
2303-37	Pathologist/ medical or clinical
2303-37	Pathologist/ except above
3905-13	Patrolman/ <u>gas, electricity or water except security</u>
8415-11	Patrolman/ <u>mine</u>
8413-11	Patrolman/ <u>railway except security</u>
8409-11	Patrolman/ <u>repairing roads</u>
4601-91	Patrolman/ <u>road service of vehicles</u> : apprentice

Code	Title/Task or Industry Response
4601-01	Patrolman/ <u>road service of vehicles</u> ; supervising staff
4601-11	Patrolman/ <u>road service of vehicles</u> ; except above
8911-13	Patrolman/ <u>security</u>
4203-91	Patternmaker/ cutting, shaping or joining metal; apprentice
4203-01	Patternmaker/ cutting, shaping or joining metal; supervising staff
4203-11	Patternmaker/ cutting, shaping or joining metal; except above
4207-91	Patternmaker/ metal casting; apprentice
4207-01	Patternmaker/ metal casting; supervising staff
4207-11	Patternmaker/ metal casting; except above
4203-91	Patternmaker/ sheet metal; apprentice
4203-01	Patternmaker/ sheet metal; supervising staff
4203-11	Patternmaker/ sheet metal; except above
4911-91	Patternmaker/ <u>textiles</u> ; apprentice
4911-01	Patternmaker/ <u>textiles</u> ; supervising staff
4911-19	Patternmaker/ <u>textiles</u> ; except above
4203-91	Patternmaker/ <u>vehicle</u> ; apprentice
4203-01	Patternmaker/ <u>vehicle</u> ; supervising staff
4203-11	Patternmaker/ <u>vehicle</u> ; except above
4401-91	Patternmaker/ wood; apprentice
4401-01	Patternmaker/ wood; supervising staff
4401-13	Patternmaker/ wood; except above
4403-11	Paver/ <u>brick</u>
8403-11	Paver/ <u>concrete</u>
4413-11	Paver/ <u>slate or tile</u>
6301-01	Pawnbroker/ selling or serving
1501-11	Pawnbroker/ supervising staff, administration
1501-11	Pawnbroker/ NAI (about specific tasks)
5301-15	Paymaster
5301-15	Paymistress
6699-15	Pedicurist
8199-39	Peeler, Prawn
8411-11	Pegman
2305-13	Periodontist
5101-11	Person Friday
6503-11	Person, Bar
3903-99	Person, Continuity
4803-91	Person, Grounds/ apprentice
4803-01	Person, Grounds/ supervising staff
4803-11	Person, Grounds/ except above
8999-19	Person, Handy
8999-19	Person, Odd Job
????-??	Person, Sales: Code to Salesperson
3903-99	Person, Sound Effects

Code	Title/Task or <u>Industry</u> Response
3903-99	Person, Special Effects
????-??	Person, Track: Code to Trackperson
2103-11	Petrologist
2307-11	Pharmacist/ <u>hospital</u>
2307-13	Pharmacist/ <u>industrial</u>
2307-15	Pharmacist/ except above
2109-11	Pharmacologist/ medical research
2303-99	Pharmacologist/ treating patients
2107-99	Pharmacologist/ except above
????-??	Philatelist: Code to Manager, <u>Shop</u>
????-??	Phlebotomist: Code to Venipuncturist
5499-11	Photocopier
4503-91	Photoengraver/ apprentice
4503-01	Photoengraver/ supervising staff
4503-11	Photoengraver/ except above
3207-15	Photogrammetrist
2803-11	Photographer
4503-11	Photolithographer
7435-11	Photoprocessor
4501-91	Photosetter/ apprentice
4501-01	Photosetter/ supervising staff
4501-11	Photosetter/ except above
7435-11	Phototechnician
4501-91	Phototypesetter/ apprentice
4501-01	Phototypesetter/ supervising staff
4501-11	Phototypesetter/ except above
2303-41	Physician, Consultant
2301-11	Physician/ general practice
2105-11	Physicist
2199-15	Physicist, Atmospheric
2109-13	Physicist, Medical
2107-13	Physiologist
2313-11	Physiotherapist
2815-17	Pianist
8201-13	Picker, <u>Flower</u>
8201-13	Picker, <u>Fruit</u>
8201-13	Picker, <u>Mushroom</u>

Code	Title/Task or Industry Response
8415-11	Picker, Rock/ <u>mining</u>
8201-13	Picker, <u>Vegetable</u>
7431-19	Pickler, Meat
6699-15	Piercer, Ear
3301-11	Pilot
3305-11	Pilot, Marine
3305-11	Pilot, Ship's
7499-19	Pioneer, Assault/ <u>army</u>
8999-99	Pitman/ <u>tram maintenance</u>
3299-99	Planner, Production/ engineering
2999-17	Planner, Recreation
2601-11	Planner, Social
2805-17	Planner, Space
2907-11	Planner, Town
2907-11	Planner, Urban
8203-13	Planter, Tree
4407-91	Plasterer/ apprentice
4407-01	Plasterer/ supervising staff
4407-13	Plasterer/ except above; fibrous or plasterboard
4407-11	Plasterer/ except above; scld
4407-00	Plasterer/ except above; NAI (about type of plastering)
8413-11	Platelayer
4503-91	Platemaker/ <u>printing industry</u> : apprentice
4503-01	Platemaker/ <u>printing industry</u> : supervising staff
4503-11	Platemaker/ <u>printing industry</u> : except above
4923-91	Plater, Silver/ apprentice
4923-01	Plater, Silver/ supervising staff
4923-15	Plater, Silver/ except above
4209-91	Plater/ metal except silver; apprentice
4209-01	Plater/ metal except silver; supervising staff
4209-15	Plater/ metal except silver; except above
7313-11	Platman
2815-17	Player/ musical instrument
3915-15	Player/ sport
2809-11	Playwright
2205-13	Plotter, Air Photo/ <u>defence forces</u>
3999-99	Plotter, Radar/ <u>navy</u>
4409-91	Plumber + Drainer/ apprentice
4409-01	Plumber + Drainer/ supervising staff

Code	Title/Task or Industry Response
4409-11	Plumber + Drainer/ except above
4409-00	Plumber + Gasfitter
4409-91	Plumber/ apprentice
4409-01	Plumber/ supervising staff
4409-11	Plumber/ except above
2319-11	Podiatrist
2809-11	Poet
????-??	Policeman: Code to Officer, Police
4905-91	Polisher, French/ apprentice
4905-01	Polisher, French/ supervising staff
4905-19	Polisher, French/ except above
4905-91	Polisher, Furniture/ apprentice
4905-01	Polisher, Furniture/ supervising staff
4905-19	Polisher, Furniture/ except above
4923-91	Polisher, Jewellery/ apprentice
4923-01	Polisher, Jewellery/ supervising staff
4923-11	Polisher, Jewellery/ except above
4999-13	Polisher, Lens
4923-91	Polisher, Metal/ precious metal; apprentice
4923-01	Polisher, Metal/ precious metal; supervising staff
4923-15	Polisher, Metal/ precious metal; except above
4209-91	Polisher, Metal/ except above; apprentice
4209-01	Polisher, Metal/ except above; supervising staff
4209-11	Polisher, Metal/ except above; except above
4923-91	Polisher, Silverware/ apprentice
4923-01	Polisher, Silverware/ supervising staff
4923-15	Polisher, Silverware/ except above
4923-91	Polisher/ gem stones; apprentice
4923-01	Polisher/ gem stones; supervising staff
4923-13	Polisher/ gem stones; except above
7419-15	Polisher/ <u>marble</u>
7419-15	Polisher/ <u>stone except gemstone</u>
4905-91	Polisher/ timber; apprentice
4905-01	Polisher/ timber; supervising staff
4905-19	Polisher/ timber; except above
8921-11	Porter + Cleaner/ <u>hospital except kitchen</u>
8919-11	Porter + Cleaner/ <u>kitchen</u>
8903-01	Porter, Head/ <u>hotel</u> ; supervising staff
????-??	Porter, <u>Railway</u> : Code to Assistant, Station
8921-11	Porter/ <u>hospital except kitchen</u>
8903-11	Porter/ <u>hotel except kitchen</u>
8919-11	Porter/ <u>kitchen or restaurant</u>
8903-11	Porter/ luggage
8903-11	Porter/ <u>NAI (about tasks or industry)</u>
5605-13	Postman

Code	Title/Task or Industry Response
1599-15	Postmaster
1599-15	Postmistress
4925-91	Potter/ apprentice
4925-01	Potter/ supervising staff
4925-13	Potter/ except above
7401-13	Pourer, Metal
4909-01	Powderman/ <u>mining</u> ; supervising staff
4909-11	Powderman/ <u>mining</u> ; except above
2305-11	Practitioner, Dental
2301-11	Practitioner, General/ medical
????-??	Practitioner, Legal: Code to Lawyer
2303-99	Practitioner, Medical/ allergy
2303-11	Practitioner, Medical/ anaesthetic
2303-13	Practitioner, Medical/ cardiology
2303-29	Practitioner, Medical/ dermatology
2303-99	Practitioner, Medical/ gastroenterology
2301-11	Practitioner, Medical/ general
2303-99	Practitioner, Medical/ geriatrics
2303-37	Practitioner, Medical/ haematology
2303-37	Practitioner, Medical/ histology
2303-37	Practitioner, Medical/ immunology
2303-99	Practitioner, Medical/ nephrology
2303-99	Practitioner, Medical/ neurology
2303-15	Practitioner, Medical/ obstetrics or gynaecology
2303-23	Practitioner, Medical/ oncology or radiology
2303-17	Practitioner, Medical/ ophthalmology
2303-19	Practitioner, Medical/ orthopaedic
2303-31	Practitioner, Medical/ otorhinolaryngology
2303-25	Practitioner, Medical/ paediatrics
2303-37	Practitioner, Medical/ pathology
2303-99	Practitioner, Medical/ proctology
2303-21	Practitioner, Medical/ psychiatry
2303-99	Practitioner, Medical/ rheumatology
2303-00	Practitioner, Medical/ specialist or consultant; NAI (about specialisation)
2303-35	Practitioner, Medical/ surgery or neurosurgery
2303-33	Practitioner, Medical/ urology
????-??	Prefabricator/ assembling: Code to Assembler
1101-11	Premier
4503-91	Preparer, Cylinder/ <u>printing industry</u> : apprentice
4503-01	Preparer, Cylinder/ <u>printing industry</u> : supervising staff
4503-13	Preparer, Cylinder/ <u>printing industry</u> : except above
8919-11	Preparer, Food
4503-91	Preparer, Image/ <u>printing industry</u> : apprentice

Code	Title/Task or Industry Response
------	---------------------------------

4503-01	Preparer, Image/ <u>printing industry</u> : supervising staff
4503-15	Preparer, Image/ <u>printing industry</u> : except above
7413-11	Preparer, Log
4503-91	Preparer, Plate/ <u>printing industry</u> : apprentice
4503-01	Preparer, Plate/ <u>printing industry</u> : supervising staff
4503-11	Preparer, Plate/ <u>printing industry</u> : except above
4511-91	Preparer, Stencil/ <u>screen printing</u> : apprentice
4511-01	Preparer, Stencil/ <u>screen printing</u> : supervising staff
4511-11	Preparer, Stencil/ <u>screen printing</u> : except above
2819-11	Presenter, Sports
????-??	President: Code to Manager
7413-19	Presser, Veneer
4507-91	Presser/ bookbinding: apprentice
4507-01	Presser/ bookbinding: supervising staff
4507-11	Presser/ bookbinding: except above
8917-11	Presser/ clothing
8201-15	Presser/ wool: <u>farm</u>
8917-11	Presser/ NAI (about specific tasks)
2607-11	Priest
1317-11	Principal/ <u>school</u>
7435-11	Printer, Film
4505-91	Printer, Flexographic/ apprentice
4505-01	Printer, Flexographic/ supervising staff
4505-15	Printer, Flexographic/ except above
4503-91	Printer, Gravure/ apprentice
4503-01	Printer, Gravure/ supervising staff
4503-11	Printer, Gravure/ except above
4505-91	Printer, Label/ apprentice
4505-01	Printer, Label/ supervising staff
4505-19	Printer, Label/ except above
4505-91	Printer, Letterpress/ apprentice
4505-01	Printer, Letterpress/ supervising staff
4505-11	Printer, Letterpress/ except above
4501-91	Printer, Linotype/ apprentice
4501-01	Printer, Linotype/ supervising staff
4501-11	Printer, Linotype/ except above
4505-91	Printer, Lithographic/ apprentice
4505-01	Printer, Lithographic/ supervising staff
4505-13	Printer, Lithographic/ except above
4505-91	Printer, Offset/ small; apprentice
4505-01	Printer, Offset/ small; supervising staff
4505-19	Printer, Offset/ small; except above
4505-91	Printer, Offset/ except above; apprentice
4505-01	Printer, Offset/ except above; supervising staff
4505-13	Printer, Offset/ except above; except above

Code	Title/Task or Industry Response
4503-91	Printer, Plate/ apprentice
4503-01	Printer, Plate/ supervising staff
4503-11	Printer, Plate/ except above
4511-91	Printer, Screen/ apprentice
4511-01	Printer, Screen/ supervising staff
4511-11	Printer, Screen/ except above
4511-91	Printer, Textile/ apprentice
4511-01	Printer, Textile/ supervising staff
4511-11	Printer, Textile/ except above
6301-01	Printer/ photograph; selling or serving
7435-11	Printer/ photograph; except above
4505-00	Printer/ NAI (about type of printing)
2801-99	Printmaker
????-??	Private/ <u>army</u> : Disregard Title
5201-13	Processor, Data
7435-11	Processor, Film
7433-99	Processor, Fish/ operating machine; packaging machine
7431-19	Processor, Fish/ operating machine; except above
8199-39	Processor, Fish/ except above
????-??	Processor, Food/ operating machine; not packaging: Code to Operator, Food Processing Machine
7433-99	Processor, Food/ operating machine; packaging machine
????-??	Processor, Food/ except above: Code to Labourer, <u>Factory</u>
5105-11	Processor, Word
1401-17	Producer, Beef
1401-25	Producer, Egg
1305-13	Producer, Executive/ media
1305-13	Producer, Film
1401-11	Producer, Grain
????-??	Producer, Livestock: Code to Farmer
????-??	Producer, Primary: Code to Farmer
2811-23	Producer, Radio
2811-25	Producer, Technical/ television, film or stage
1305-13	Producer, Television
1305-13	Producer, TV
3915-15	Professional, Golf
2501-11	Professor
2707-11	Programmer
2707-00	Programmer + Analyst
2707-13	Programmer, Systems
4999-17	Projectionist/ <u>cinema</u>
8107-11	Proofreader, Rust/ vehicles
4503-91	Proofreader/ printing; apprentice
4503-01	Proofreader/ printing; supervising staff

Code	Title/Task or <u>Industry</u> Response
4503-13	Proofer/ printing; except above
4801-91	Propagator, Plant/ apprentice
4801-01	Propagator, Plant/ supervising staff
4801-11	Propagator, Plant/ except above
7101-11	Proprietor, Bus/ driving
1601-99	Proprietor, Bus/ supervising staff, administration
1601-99	Proprietor, Bus/ NAI (about specific tasks)
????-??	Proprietor, Mixed Business: Code to Manager, <u>Shop</u>
7103-11	Proprietor, Taxi
7105-11	Proprietor, Taxi Truck
????-??	Proprietor: Code to Manager
2605-11	Prosecutor
8415-11	Prospector
2399-99	Prosthetist
4999-11	Prosthetist, Dental
2305-13	Prosthodontist
6699-99	Prostitute
6601-00	Provider, Care/ <u>child</u> : NAI (about circumstances of care)
6601-15	Provider, Family Day Care
8201-13	Pruner
2303-21	Psychiatrist
2903-11	Psychologist, Clinical
2903-13	Psychologist, Educational
2903-15	Psychologist, Industrial
2903-15	Psychologist, Occupational
2903-15	Psychologist, Organisational
2903-15	Psychologist, Sports
2903-00	Psychologist/ NAI (about type of psychology)
1505-11	Publican/ supervising staff, administration
6503-11	Publican/ tending bar
1505-11	Publican/ NAI (about specific tasks)
1201-11	Publisher
8199-99	Puller-Out
2817-99	Puppeteer
6609-01	Purser/ <u>aircraft</u>
3999-99	Purser/ <u>ship</u>
4999-99	Pyrotechnician

Code Title/Task or Industry Response

3913-11 Quartermaster/ ship

2607-11	Rabbi
2321-11	Radiographer/ <u>medical</u> ; diagnostic
2321-13	Radiographer/ <u>medical</u> ; therapeutic
2321-00	Radiographer/ <u>medical</u> ; NAI (type of radiography)
2321-00	Radiographer/ <u>NAI (about tasks or industry)</u>
3299-11	Radiographer/ except above
2303-23	Radiologist
3999-31	Ranger
5999-11	Reader, Meter
2819-11	Reader, News
5999-13	Reader, Proof
2607-11	Reader, Synagogue
6699-99	Reader, Tarot
2501-11	Reader/ <u>university</u>
8401-13	Reblocker/ <u>house</u>
5601-11	Receptionist
5601-11	Receptionist + Secretary
5601-11	Receptionist + Telephonist
5601-11	Receptionist + Typist
3903-01	Recorder, Chief Video/ supervising staff
3903-11	Recorder, Sound
8411-11	Recorder, Survey/ <u>defence forces</u>
3903-15	Recorder, Video
5501-11	Recorder/ <u>steel mill</u>
3903-11	Recordist, Sound
2607-11	Rector
3915-19	Referee
2303-17	Refractionist/ specialist medical
7307-11	Refueller, Aircraft
2999-99	Registrar/ <u>court</u>
2999-99	Registrar/ <u>industrial tribunal</u>
2301-11	Registrar/ <u>medical</u>
2999-99	Registrar/ <u>museum</u>
1317-99	Registrar/ <u>university or TAFE</u>
3915-15	Reinsman
7105-15	Removalist, <u>Furniture</u>

7105-15	Removalist/ house or building
7105-13	Remover, Rubbish/ driving truck
8905-11	Remover, Rubbish/ except above
4407-91	Renderer, Cement/ apprentice
4407-01	Renderer, Cement/ supervising staff
4407-11	Renderer, Cement/ except above
????-??	Renovator, House: Code to Builder
4103-91	Repairer, Air Compressor/ apprentice
4103-01	Repairer, Air Compressor/ supervising staff
4103-11	Repairer, Air Compressor/ except above
4203-91	Repairer, Air Conditioning/ repairing ducting; apprentice
4203-01	Repairer, Air Conditioning/ repairing ducting; supervising staff
4203-17	Repairer, Air Conditioning/ repairing ducting; except above
4307-91	Repairer, Airconditioning/ repairing plant; apprentice
4307-01	Repairer, Airconditioning/ repairing plant; supervising staff
4307-11	Repairer, Airconditioning/ repairing plant; except above
8999-99	Repairer, Bicycle
4907-91	Repairer, Boat/ apprentice
4907-01	Repairer, Boat/ supervising staff
4907-13	Repairer, Boat/ except above
4603-91	Repairer, Body/ <u>vehicle</u> : apprentice
4603-01	Repairer, Body/ <u>vehicle</u> : supervising staff
4603-11	Repairer, Body/ <u>vehicle</u> : except above
4213-91	Repairer, Camera/ apprentice
4213-01	Repairer, Camera/ supervising staff
4213-11	Repairer, Camera/ except above
4213-91	Repairer, Clock/ apprentice
4213-01	Repairer, Clock/ supervising staff
4213-13	Repairer, Clock/ except above
4409-91	Repairer, Gas Main/ apprentice
4409-01	Repairer, Gas Main/ supervising staff
4409-13	Repairer, Gas Main/ except above
4213-91	Repairer, Instrument/ <u>meters and gauges</u> : apprentice
4213-01	Repairer, Instrument/ <u>meters and gauges</u> : supervising staff
4213-11	Repairer, Instrument/ <u>meters and gauges</u> : except above
4925-91	Repairer, Instrument/ <u>musical</u> : apprentice
4925-01	Repairer, Instrument/ <u>musical</u> : supervising staff
4925-99	Repairer, Instrument/ <u>musical</u> : except above
4923-91	Repairer, Jewellery/ apprentice
4923-01	Repairer, Jewellery/ supervising staff
4923-11	Repairer, Jewellery/ except above
4925-91	Repairer, Piano/ apprentice
4925-01	Repairer, Piano/ supervising staff
4925-99	Repairer, Piano/ except above
8923-11	Repairer, Radiator/ vehicles

4313-91	Repairer, Radio/ apprentice
4313-01	Repairer, Radio/ supervising staff
4313-11	Repairer, Radio/ except above
4213-91	Repairer, Saw/ apprentice
4213-01	Repairer, Saw/ supervising staff
4213-17	Repairer, Saw/ except above
4915-91	Repairer, Shoe/ apprentice
4915-01	Repairer, Shoe/ supervising staff
4915-13	Repairer, Shoe/ except above
4313-91	Repairer, Television/ apprentice
4313-01	Repairer, Television/ supervising staff
4313-11	Repairer, Television/ except above
8923-11	Repairer, Tyre
4313-91	Repairer, Video/ apprentice
4313-01	Repairer, Video/ supervising staff
4313-11	Repairer, Video/ except above
4303-91	Repairer, Washing Machine/ apprentice
4303-01	Repairer, Washing Machine/ supervising staff
4303-13	Repairer, Washing Machine/ except above
4213-91	Repairer, Watch/ apprentice
4213-01	Repairer, Watch/ supervising staff
4213-13	Repairer, Watch/ except above
4315-91	Repairer/ cash register; apprentice
4315-01	Repairer/ cash register; supervising staff
4315-11	Repairer/ cash register; except above
4315-91	Repairer/ computers; apprentice
4315-01	Repairer/ computers; supervising staff
4315-13	Repairer/ computers; except above
4315-91	Repairer/ electronic office machines; apprentice
4315-01	Repairer/ electronic office machines; supervising staff
4315-11	Repairer/ electronic office machines; except above
4103-91	Repairer/ machine tools; apprentice
4103-01	Repairer/ machine tools; supervising staff
4103-11	Repairer/ machine tools; except above
4103-91	Repairer/ mechanical plant except vehicles; apprentice
4103-01	Repairer/ mechanical plant except vehicles; supervising staff
4103-11	Repairer/ mechanical plant except vehicles; except above
4601-91	Repairer/ <u>motor vehicles</u> ; apprentice
4601-01	Repairer/ <u>motor vehicles</u> ; supervising staff
4601-11	Repairer/ <u>motor vehicles</u> ; except above
7413-21	Repairer/ plywood
4303-91	Repairer/ power tools; apprentice
4303-01	Repairer/ power tools; supervising staff
4303-13	Repairer/ power tools; except above
7299-11	Repairer/ <u>railway line or tramline</u> ; operating machine
8413-11	Repairer/ <u>railway line or tramline</u> ; except above
7413-19	Repairer/ veneer
2807-13	Reporter

2807-91	Reporter, Cadet
2807-13	Reporter, Court/ <u>news media</u>
5101-15	Reporter, Court/ except above
5101-15	Reporter, Hansard
6201-21	Representative, Advertising
6501-15	Representative, <u>Amway</u>
6501-15	Representative, <u>Avon</u>
6501-15	Representative, <u>Bessemer</u>
5503-11	Representative, Circulation
6000-00	Representative, Company/ NAI (about tasks or company)
????-??	Representative, Company/ except above: Code to Representative
6103-11	Representative, Insurance
6103-11	Representative, Life Assurance
1101-11	Representative, Parliamentary
6105-11	Representative, Real Estate
6201-23	Representative, Sales/ <u>books or paper products except door-to-door</u>
6201-25	Representative, Sales/ <u>builder's hardware</u>
6201-21	Representative, Sales/ <u>business services, advertising, data processing</u>
3913-15	Representative, Sales/ buying as well as selling
6201-11	Representative, Sales/ <u>chemical except pharmaceuticals</u>
6501-15	Representative, Sales/ door-to-door
6201-13	Representative, Sales/ <u>EDP software or hardware</u>
6201-17	Representative, Sales/ <u>electronic equipment except EDP</u>
6201-27	Representative, Sales/ <u>floor coverings or furniture</u>
6201-29	Representative, Sales/ <u>food, drink or tobacco products except door-to-door</u>
6201-31	Representative, Sales/ <u>household goods or domestic hardware except door-to-door</u>
6103-11	Representative, Sales/ <u>insurance</u>
6201-15	Representative, Sales/ <u>medical, dental or veterinary equipment</u>
6201-35	Representative, Sales/ <u>pharmaceuticals except door-to-door</u>
6201-37	Representative, Sales/ <u>textiles, clothing or footwear except door-to-door</u>
6201-33	Representative, Sales/ <u>toiletries except door-to-door</u>
6201-19	Representative, Sales/ <u>toys or sporting goods except door-to-door</u>
6201-00	Representative, Sales/ NAI (about type of sales)
6201-99	Representative, Sales/ except above
6101-11	Representative, Sharebroker's
6101-11	Representative, Stockbroker's
2799-13	Representative, <u>Trade Union</u>
6501-15	Representative, <u>Tupperware</u>
4503-91	Reproducer, Graphic/ apprentice
4503-01	Reproducer, Graphic/ supervising staff
4503-11	Reproducer, Graphic/ except above
7413-13	Resawyer
5999-19	Researcher, Market/ interviewing
2909-13	Researcher, Market/ statistician
2907-99	Researcher, Market/ except above

Code	Title/Task or Industry Response
2701-11	Researcher/ <u>accountancy</u>
2107-27	Researcher/ <u>agricultural</u>
2907-99	Researcher/ <u>anthropology</u>
2999-15	Researcher/ <u>assistant to parliamentarian</u>
2107-00	Researcher/ <u>biological science except medical</u>
2799-00	Researcher/ <u>business except personnel</u>
2101-11	Researcher/ <u>chemistry except medical</u>
2707-23	Researcher/ <u>computer science</u>
2799-99	Researcher/ <u>developing or analysing government policy</u>
2901-11	Researcher/ <u>economics</u>
2905-00	Researcher/ <u>education</u>
2107-25	Researcher/ <u>forestry</u>
2907-13	Researcher/ <u>geography</u>
2103-11	Researcher/ <u>geology</u>
2907-15	Researcher/ <u>history</u>
2799-13	Researcher/ <u>industrial relations</u>
2605-00	Researcher/ <u>law</u>
2909-11	Researcher/ <u>mathematics</u>
2109-00	Researcher/ <u>medical</u>
2199-15	Researcher/ <u>meteorology</u>
2815-00	Researcher/ <u>music</u>
2705-00	Researcher/ <u>personnel</u>
2999-15	Researcher/ <u>philosophy, logic, epistemology or metaphysics</u>
2105-11	Researcher/ <u>physics</u>
2907-99	Researcher/ <u>political science</u>
2903-00	Researcher/ <u>psychology</u>
2907-00	Researcher/ <u>social sciences</u>
2907-99	Researcher/ <u>sociology</u>
2909-13	Researcher/ <u>statistics</u>
2107-99	Researcher/ <u>toxicology</u>
2000-00	Researcher/ <u>NAI (about type of research)</u>
8919-11	Restaurateur/ <u>assisting in kitchen, not cooking</u>
4705-13	Restaurateur/ <u>cooking</u>
1503-11	Restaurateur/ <u>supervising staff, administration</u>
6505-15	Restaurateur/ <u>waiting on tables</u>
1503-11	Restaurateur/ <u>NAI (about specific tasks)</u>
4903-91	Restorer, Furniture/ <u>apprentice</u>
4903-01	Restorer, Furniture/ <u>supervising staff</u>
4903-11	Restorer, Furniture/ <u>except above</u>
8401-13	Restumper/ <u>house</u>
????-??	Retailer: Code to Manager, <u>Shop</u>
3999-25	Retoucher/ <u>photographic</u>
4503-91	Retoucher/ <u>printing</u> : apprentice
4503-01	Retoucher/ <u>printing</u> : supervising staff

4503-15	Retoucher/ <u>printing</u> : except above
7409-11	Retreader, Tyre
2303-99	Rheumatologist
5605-11	Rider, Despatch/ <u>army</u>
5605-11	Rider, Dispatch/ <u>army</u>
7499-19	Rifleman/ <u>defence forces</u>
4999-27	Rigger, Parachute/ <u>defence forces</u>
4907-91	Rigger/ ship; apprentice
4907-01	Rigger/ ship; supervising staff
4907-11	Rigger/ ship; except above
8405-13	Rigger/ except above
4929-01	Ringer/ supervising staff
4929-11	Ringer/ except above
7399-13	Roller, Metal
7423-11	Roller, Tannery
8415-13	Roughneck
8201-15	Rouseabout
8415-13	Roustabout/ <u>fluids drilling</u>
8999-99	Runner, Milk
8107-11	Rustproof/ <u>vehicles</u>

7433-99	Sacker, Sugar
4917-91	Saddler/ apprentice
4917-01	Saddler/ supervising staff
4917-11	Saddler/ except above
4213-91	Safecracker/ apprentice
4213-01	Safecracker/ supervising staff
4213-15	Safecracker/ except above
4213-91	Safemaker/ apprentice
4213-01	Safemaker/ supervising staff
4213-15	Safemaker/ except above
4917-91	Sailmaker/ apprentice
4917-01	Sailmaker/ supervising staff
4917-15	Sailmaker/ except above
????-??	Sailor/ <u>navy</u> : Disregard Title
8925-11	Sailor/ except above
????-??	Salesgirl: Code to Assistant, Sales
????-??	Saleslady: Code to Assistant, Sales
6501-13	Salesperson, Bread/ van sales
6301-19	Salesperson, <u>Car</u>
6301-25	Salesperson, Car Parts
6501-13	Salesperson, Cashvan
????-??	Salesperson, Counter: Code to Assistant, Sales/ selling or serving
6301-15	Salesperson, Fast Food
6301-17	Salesperson, Furniture/ <u>retail</u>
6103-11	Salesperson, <u>Insurance</u>
6105-11	Salesperson, <u>Land</u>
6105-11	Salesperson, <u>Real Estate</u>
6599-17	Salesperson, Rental
6301-99	Salesperson, Swimming Pool
6501-15	Salesperson, Telephone/ canvassing
6301-99	Salesperson, Telephone/ except above
????-??	Salesperson, Travelling: Code to Representative, Sales
????-??	Salesperson, Van/ selling to shops: Code to Representative, Sales
6201-21	Salesperson/ <u>advertising</u>
6501-15	Salesperson/ <u>Amway</u>
6501-15	Salesperson/ <u>Avon</u>
6501-15	Salesperson/ <u>Bessemer</u>
6501-15	Salesperson/ door to door
6201-00	Salesperson/ <u>manufacturing industry</u> : NAI (about type of industry)
6501-15	Salesperson/ <u>party plan</u>
????-??	Salesperson/ <u>retail trade</u> : Code to Assistant, Sales/ selling or serving
6501-15	Salesperson/ selling on street

????-??	Salesperson/ <u>shop</u> : Code to Assistant, Sales/ selling or serving
6599-99	Salesperson/ <u>stock yard</u>
6501-15	Salesperson/ <u>Tupperware</u>
6201-00	Salesperson/ <u>wholesale trade</u> : NAI (about type of trade)
????-??	Salesperson/ <u>wholesale trade</u> : except above: Code to Representative, Sales
6000-00	Salesperson/ <u>NAI (about type of goods, employer or industry)</u>
8109-11	Sampler, Wool
8415-15	Sampler/ <u>mineral ore</u>
7499-99	Sandblaster
4401-91	Sander, Floor/ apprentice
4401-01	Sander, Floor/ supervising staff
4401-11	Sander, Floor/ except above
????-??	Sapper/ <u>army</u> : Disregard Title
7413-00	Sawmiller/ operating saw
1601-19	Sawmiller/ supervising staff, administration
1601-19	Sawmiller/ NAI (about specific tasks)
7419-15	Sawyer/ stone
7413-00	Sawyer/ wood
7413-00	Sawyer/ NAI (about specific tasks)
2315-17	Saxophonist
8405-11	Scaffolder
4213-91	Scalemaker/ apprentice
4213-01	Scalemaker/ supervising staff
4213-11	Scalemaker/ except above
5201-13	Scheduler, Data Entry
5501-11	Scheduler, Radio Traffic
5201-13	Scheduler, Shift/ computing
5503-11	Scheduler, Transport
2403-01	Schoolmaster, Senior/ <u>primary</u>
2403-11	Schoolmaster/ <u>primary</u>
2405-11	Schoolmaster/ <u>secondary</u>
2400-00	Schoolmaster/ <u>NAI (about type of school)</u>
2403-01	Schoolmistress, Senior/ <u>primary</u>
2403-11	Schoolmistress/ <u>primary</u>
2405-11	Schoolmistress/ <u>secondary</u>
2400-00	Schoolmistress/ <u>NAI (about type of school)</u>
2107-27	Scientist, Agricultural

2109-11	Scientist, Clinical Laboratory
2707-23	Scientist, Computer
2199-11	Scientist, Environmental
2107-25	Scientist, Forest
2107-19	Scientist, Horticultural
2217-17	Scientist, Materials
2109-11	Scientist, Medical Laboratory
2907-99	Scientist, Political
2217-17	Scientist, Polymer
2199-13	Scientist, Soil
2999-99	Scientist, Sports
????-??	Scientist: Code to Researcher
2809-11	Screenwriter
2801-13	Sculptor
6699-15	Sculptor, Nail
5999-99	Sealer, Envelope
????-??	Seaman/ <u>navy</u> : Disregard Title
8925-11	Seaman/ except above
4911-91	Seamstress/ apprentice
4911-01	Seamstress/ supervising staff
4911-13	Seamstress/ except above
5907-13	Searcher, Title
5601-11	Secretary + Receptionist
1311-11	Secretary, Assistant/ <u>APS: data processing or computing branch or division</u>
1301-11	Secretary, Assistant/ <u>APS: finance branch or division</u>
1309-11	Secretary, Assistant/ <u>APS: personnel branch or division</u>
1307-11	Secretary, Assistant/ <u>APS: supply or distribution branch or division</u>
1313-11	Secretary, Assistant/ <u>APS: except above</u>
6503-11	Secretary, Club/ tending bar
1599-99	Secretary, Club/ except above
5101-13	Secretary, Company/ secretarial or typing
1301-11	Secretary, Company/ except above
5601-11	Secretary, Doctor's
5101-11	Secretary, Legal
5601-11	Secretary, Medical
1313-11	Secretary, Official/ government department
2703-11	Secretary, Press
1313-11	Secretary, Regional/ government department
1201-11	Secretary, Shire
1201-11	Secretary, Trade Union
1201-11	Secretary/ head of government department
5101-11	Secretary/ personal assistant
5601-11	Secretary/ receptionist

5101-13	Secretary/ stenographer or shorthand
5101-11	Secretary/ NAI (about specific tasks)
7399-19	Sectionman, Signal
2103-13	Seismologist
6301-21	Seller, Book/ selling or serving
1501-11	Seller, Book/ supervising staff, administration
1501-11	Seller, Book/ NAI (about specific tasks)
6405-11	Seller, Ticket
????-??	Seller: Code to Salesperson
6603-11	SEN
1101-11	Senator
3999-33	Sergeant Major/ <u>army</u>
????-??	Sergeant/ <u>defence forces</u> : Disregard Title
3501-11	Sergeant/ <u>police</u>
2109-11	Serologist
????-??	Servant, Public: Disregard Title
8921-13	Server, Food/ <u>hospital</u>
5605-11	Server, Process
????-??	Server/ <u>Shop</u> : Code to Assistant, Sales/ selling or serving
4307-91	Serviceperson, Airconditioning/ apprentice
4307-01	Serviceperson, Airconditioning/ supervising staff
4307-11	Serviceperson, Airconditioning/ except above
4399-13	Serviceperson, Amusement Machine
4205-91	Serviceperson, Boiler/ apprentice
4205-01	Serviceperson, Boiler/ supervising staff
4205-11	Serviceperson, Boiler/ except above
4315-91	Serviceperson, Computer/ apprentice
4315-01	Serviceperson, Computer/ supervising staff
4315-13	Serviceperson, Computer/ except above
8999-99	Serviceperson, Fire Extinguisher
8921-13	Serviceperson, Food/ <u>hospital</u>
4409-91	Serviceperson, Gas Appliances/ apprentice
4409-01	Serviceperson, Gas Appliances/ supervising staff
4409-13	Serviceperson, Gas Appliances/ except above
4301-91	Serviceperson, Line/ <u>electricity</u> : apprentice
4301-01	Serviceperson, Line/ <u>electricity</u> : supervising staff
4301-11	Serviceperson, Line/ <u>electricity</u> : except above
4311-91	Serviceperson, Line/ <u>Telecom</u> : apprentice
4311-01	Serviceperson, Line/ <u>Telecom</u> : supervising staff
4311-15	Serviceperson, Line/ <u>Telecom</u> : except above

Code Title/Task or Industry Response

4399-13	Serviceperson, Poker Machine
4303-91	Serviceperson, Power Tools/ apprentice
4303-01	Serviceperson, Power Tools/ supervising staff
4303-13	Serviceperson, Power Tools/ except above
4313-91	Serviceperson, Radio/ apprentice
4313-01	Serviceperson, Radio/ supervising staff
4313-11	Serviceperson, Radio/ except above
4307-91	Serviceperson, Refrigeration/ apprentice
4307-01	Serviceperson, Refrigeration/ supervising staff
4307-13	Serviceperson, Refrigeration/ except above
4313-91	Serviceperson, Television/ apprentice
4313-01	Serviceperson, Television/ supervising staff
4313-11	Serviceperson, Television/ except above
4399-13	Serviceperson, Vending Machine
????-??	Serviceperson/ <u>defence forces</u> : Disregard Title
4401-91	Setter Out/ apprentice
4401-01	Setter Out/ supervising staff
4401-11	Setter Out/ except above
7315-11	Setter, Anode/ <u>aluminium smelting</u>
7419-13	Setter, Brick
4103-91	Setter, Die/ <u>metal</u> : apprentice
4103-01	Setter, Die/ <u>metal</u> : supervising staff
4103-17	Setter, Die/ <u>metal</u> : except above
7407-11	Setter, Die/ <u>plastics</u>
4401-91	Setter, Form/ <u>carpentry</u> : apprentice
4401-01	Setter, Form/ <u>carpentry</u> : supervising staff
4401-11	Setter, Form/ <u>carpentry</u> : except above
4923-91	Setter, Gem/ apprentice
4923-01	Setter, Gem/ supervising staff
4923-11	Setter, Gem/ except above
????-??	Setter, Machine/ <u>food processing</u> : Code to Operator, Food Processing Machine
4103-91	Setter, Machine/ <u>metal</u> : apprentice
4103-01	Setter, Machine/ <u>metal</u> : supervising staff
4103-13	Setter, Machine/ <u>metal</u> : except above
7407-11	Setter, Machine/ <u>plastics</u>
4901-91	Setter, Machine/ <u>wood</u> : apprentice
4901-01	Setter, Machine/ <u>wood</u> : supervising staff
4901-11	Setter, Machine/ <u>wood</u> : except above
4103-91	Setter, Tool/ apprentice
4103-01	Setter, Tool/ supervising staff
4103-17	Setter, Tool/ except above
????-??	Setter, Type: Code to Typesetter
4507-91	Sewer, Book/ apprentice
4507-01	Sewer, Book/ supervising staff
4507-11	Sewer, Book/ except above
7427-00	Sewer, Carpet
4925-91	Sewer/ hand sewing; apprentice

4925-01	Sewer/ hand sewing; supervising staff
4925-99	Sewer/ hand sewing; except above
????-??	Sewer/ operating machine: Code to Operator, Sewing Machine
8201-99	Sexer, Chicken
4999-99	Shaper, Surfboard
6101-11	Sharebroker
7405-11	Sharpener, Knife
4213-91	Sharpener, Saw/ apprentice
4213-01	Sharpener, Saw/ supervising staff
4213-17	Sharpener, Saw/ except above
4929-01	Shearer/ supervising staff
4929-11	Shearer/ except above
8925-13	Sheller, Abalone
5907-99	Sheriff
4411-91	Shingler, Roof/ apprentice
4411-01	Shingler, Roof/ supervising staff
4411-11	Shingler, Roof/ except above
4907-91	Shipwright/ apprentice
4907-01	Shipwright/ supervising staff
4907-11	Shipwright/ except above
4915-91	Shoemaker/ apprentice
4915-01	Shoemaker/ supervising staff
4915-11	Shoemaker/ except above
4909-01	Shooter, Seismograph/ supervising staff
4909-11	Shooter, Seismograph/ except above
8299-11	Shooter/ hunting
8415-11	Shooter-helper/ <u>mining</u>
4401-91	Shopfitter/ apprentice
4401-01	Shopfitter/ supervising staff
4401-11	Shopfitter/ except above
????-??	Shopkeeper: Code to Manager, <u>Shop</u>
4909-01	Shotfirer/ supervising staff
4909-11	Shotfirer/ except above
7399-19	Shunter

3999-11	Signaller/ <u>defence forces</u>
????-??	Signalman/ <u>army</u> : Disregard Title
7399-19	Signalman/ <u>except above</u>
4405-91	Signwriter/ <u>apprentice</u>
4405-01	Signwriter/ <u>supervising staff</u>
4405-15	Signwriter/ <u>except above</u>
4921-91	Silverer/ <u>glass</u> : <u>apprentice</u>
4921-01	Silverer/ <u>glass</u> : <u>supervising staff</u>
4921-11	Silverer/ <u>glass</u> : <u>except above</u>
4923-91	Silverplater/ <u>apprentice</u>
4923-01	Silverplater/ <u>supervising staff</u>
4923-15	Silverplater/ <u>except above</u>
4923-91	Silversmith/ <u>apprentice</u>
4923-01	Silversmith/ <u>supervising staff</u>
4923-15	Silversmith/ <u>except above</u>
2815-13	Singer
7317-11	Sinker, Bore
7317-11	Sinker, Shaft
7317-11	Sinker, Well
3401-01	Sister, Charge
3401-11	Sister/ <u>nursing</u> : <u>NAI</u> (about type of nursing)
????-??	Sister/ <u>teaching</u> : <u>Code to Teacher</u>
2505-25	Sister/ <u>tutor in hospital</u>
6601-15	Sitter, Baby
7425-11	Sizer, Warp
8199-33	Skinner/ <u>animal</u>
7313-11	Skipman
3305-11	Skipper/ <u>boat</u>
7315-11	Slagger/ <u>furnace</u>
4411-91	Slater, Roof/ <u>apprentice</u>
4411-01	Slater, Roof/ <u>supervising staff</u>
4411-11	Slater, Roof/ <u>except above</u>
8199-37	Slaughterman/ <u>poultry</u>
4701-91	Slaughterman/ <u>except above</u> ; <u>apprentice</u>
4701-01	Slaughterman/ <u>except above</u> ; <u>supervising staff</u>

4701-15	Slaughterman/ except above; except above
7431-11	Slicer, Bread/ operating machine
8199-35	Slicer, Meat
8499-13	Slinger/ <u>crane</u>
8499-13	Slingsman/ <u>crane</u>
7415-13	Slitter/ <u>paper</u>
4203-91	Smith, Copper/ apprentice
4203-01	Smith, Copper/ supervising staff
4203-13	Smith, Copper/ except above
4201-91	Smith, Forging/ apprentice
4201-01	Smith, Forging/ supervising staff
4201-11	Smith, Forging/ except above
4923-91	Smith, Gold/ apprentice
4923-01	Smith, Gold/ supervising staff
4923-15	Smith, Gold/ except above
4923-91	Smith, Precious Metal/ apprentice
4923-01	Smith, Precious Metal/ supervising staff
4923-15	Smith, Precious Metal/ except above
4923-91	Smith, Silver/ apprentice
4923-01	Smith, Silver/ supervising staff
4923-15	Smith, Silver/ except above
4203-91	Smith, Tin/ apprentice
4203-01	Smith, Tin/ supervising staff
4203-11	Smith, Tin/ except above
????-??	Smith, Tool: Code to Toolsmith
2907-99	Sociologist
4205-91	Solderer/ apprentice
4205-01	Solderer/ supervising staff
4205-19	Solderer/ except above
????-??	Soldier/ <u>army</u> : Disregard Title
2605-13	Solicitor
1201-11	Solicitor, Crown
2815-19	Songwriter
8199-21	Sorter, Brick
8199-35	Sorter, Carcase
4923-91	Sorter, Diamond/ apprentice
4923-01	Sorter, Diamond/ supervising staff
4923-11	Sorter, Diamond/ except above
8109-11	Sorter, Egg

S Code	Title/Task or Industry Response
8109-11	Sorter, Fruit
8917-11	Sorter, Laundry
8917-11	Sorter, Linen
5403-11	Sorter, Mail
5499-11	Sorter/ clerical except mail
8999-99	Sorter/ clothes; <u>charity organisation</u>
2303-27	Specialist, Thoracic
2305-13	Specialist/ dental
2303-00	Specialist/ medical; NAI (about specialisation)
????-??	Specialist/ medical; except above: Code to Practitioner, Medical
4203-91	Spinner, Metal/ apprentice
4203-01	Spinner, Metal/ supervising staff
4203-15	Spinner, Metal/ except above
4203-91	Spinner, Pipe/ apprentice
4203-01	Spinner, Pipe/ supervising staff
4203-15	Spinner, Pipe/ except above
7421-11	Spinner, <u>Textile</u>
8199-25	Splicer, Belt
7435-11	Splicer, Film
8199-39	Splitter, Scallop
7435-13	Spooler, Film
4205-91	Spotwelder/ apprentice
4205-01	Spotwelder/ supervising staff
4205-21	Spotwelder/ except above
3301-11	Sprayer, Aerial
7207-11	Sprayer, Bitumen
7405-11	Sprayer, Metal
8205-13	Sprayer, Weed
4600-00	Spraypainter + Panelbeater
8107-11	Spraypainter/ <u>manufacturing</u>
4405-91	Spraypainter/ <u>painting buildings</u> : apprentice
4405-01	Spraypainter/ <u>painting buildings</u> : supervising staff
4405-11	Spraypainter/ <u>painting buildings</u> : except above
4605-91	Spraypainter/ <u>vehicle repair</u> : apprentice
4605-01	Spraypainter/ <u>vehicle repair</u> : supervising staff
4605-11	Spraypainter/ <u>vehicle repair</u> : except above
4201-91	Springmaker/ apprentice
4201-01	Springmaker/ supervising staff
4201-11	Springmaker/ except above
6599-99	Spruiker

3401-11	SRN/ NAI (about type of nursing)
????-??	SRN/ except above: Code to Nurse, Registered
8201-11	Stablehand
8199-21	Stacker, Brick
8199-99	Stacker, Flour
8907-11	Stacker, Shell/ <u>warehouse or store</u>
8203-15	Stacker, Timber/ <u>forestry</u>
8199-13	Stacker, Timber/ <u>timber yard</u>
8999-99	Stagehand
7499-23	Stapler/ <u>bookbinding or printing</u>
3915-17	Starter/ racing
6301-01	Stationer/ selling or serving
1501-11	Stationer/ supervising staff, administration
1501-11	Stationer/ NAI (about specific tasks)
????-??	Stationhand/ driving or operating machinery or plant: Code to Operator
8201-11	Stationhand/ except above
2909-13	Statistician
????-??	Statistician, Assistant/ <u>APS</u> : Code to Secretary, Assistant
4403-91	Steeplejack/ apprentice
4403-01	Steeplejack/ supervising staff
4403-11	Steeplejack/ except above
5101-13	Stenographer
5101-11	Stenosecretary
4509-91	Stereotyper/ apprentice
4509-01	Stereotyper/ supervising staff
4509-11	Stereotyper/ except above
????-??	Stevedore/ driving or operating machinery or plant: Code to Operator
8909-15	Stevedore/ except above
6503-11	Steward, Bar
6609-13	Steward, Cabin
6609-11	Steward, Flight
6609-13	Steward, Marine
3915-17	Steward, Race
6405-11	Steward, Railway/ selling tickets
6609-15	Steward, Railway/ except above
6505-13	Steward, Wine
6699-99	Steward/ <u>defence forces</u>

Code	Title/Task or Industry Response
6503-11	Steward/ serving at bar
6505-15	Steward/ waiting on table, not wine
8199-33	Sticker/ <u>abattoir</u>
7427-13	Stitcher, Blind
7427-13	Stitcher, Hem
6101-11	Stockbroker
8907-11	Stocker, Shelf
8201-11	Stockhand
8201-11	Stockman
4999-91	Stonemason/ apprentice
4999-01	Stonemason/ supervising staff
4999-15	Stonemason/ except above
????-??	Storekeeper/ shop: Code to Manager, <u>Shop</u>
8907-11	Storekeeper/ <u>warehouse</u>
7203-11	Storeman + Driver/ driving forklift
7105-13	Storeman + Driver/ driving truck or van
7105-13	Storeman + Driver/ NAI (about type of vehicle)
8907-11	Storeman + Handyman
8907-11	Storeman + Packer
5505-11	Storeman/ clerical duties
7203-11	Storeman/ driving; forklift
7105-13	Storeman/ driving; truck or van
7105-13	Storeman/ driving; NAI (about type of vehicle)
8907-11	Storeman/ except above
8201-11	Strapper
2103-11	Stratigrapher
8101-11	Striker, Blacksmith's
2813-13	Stripper/ <u>entertainment industry</u>
1401-17	Studmaster/ <u>beef cattle only</u>
1401-27	Studmaster/ <u>horse only</u>
1401-23	Studmaster/ <u>pig only</u>
1401-21	Studmaster/ <u>sheep only</u>
1401-00	Studmaster/ <u>NAI (about type of livestock)</u>
2817-99	Stuntperson
4927-91	Stylist, Hair/ apprentice

4927-01	Stylist, Hair/ supervising staff
4927-11	Stylist, Hair/ except above
2807-11	Sub-editor
????-??	Sub-lieutenant/ navy: Disregard Title
2999-21	Subtitler
1399-99	Superintendent, Ambulance
4803-11	Superintendent, Golf Course
1201-11	Superintendent, Medical
1315-11	Superintendent, Nursing
1319-11	Superintendent, Police
8911-99	Superintendent, Pool
1305-11	Superintendent, Production
1305-11	Superintendent, Quality Control
2905-13	Superintendent, School
1399-99	Superintendent, Wharf
1305-11	Superintendent, Works
5301-01	Supervisor, Accounts/ supervising staff
5301-11	Supervisor, Accounts/ except above
5999-15	Supervisor, Advertising/ <u>newspaper</u> : classified advertising sales
2807-15	Supervisor, Advertising/ <u>newspaper</u> : designing or copywriting
8103-01	Supervisor, Assembly Line
4703-01	Supervisor, Bakery
5203-01	Supervisor, <u>Bank</u> / accounting or ledger machinist
5203-01	Supervisor, <u>Bank</u> / proof machinist or operator
????-??	Supervisor, Bank: Code to Officer, Bank
1503-11	Supervisor, Banquet
6503-01	Supervisor, Bar/ <u>licensed premises</u>
4909-01	Supervisor, Blasting
4507-01	Supervisor, Bookbinding
7433-01	Supervisor, Bottling
????-??	Supervisor, Branch/ <u>financial institution</u> : Code to Officer, Bank
7419-01	Supervisor, Brick Making
8913-11	Supervisor, Building/ <u>caretaker of building</u>
3207-11	Supervisor, Building/ <u>construction</u>
3905-31	Supervisor, Bus/ <u>ACT bus service</u>
6301-01	Supervisor, Cafeteria/ selling or serving
1503-11	Supervisor, Cafeteria/ supervising staff, administration
1503-11	Supervisor, Cafeteria/ NAI (about specific tasks)
6301-01	Supervisor, Canteen/ selling or serving
1503-11	Supervisor, Canteen/ supervising staff, administration
1503-11	Supervisor, Canteen/ NAI (about specific tasks)
5201-01	Supervisor, Card Punch
????-??	Supervisor, Catering: Code to Caterer
6403-01	Supervisor, Checkout

Code	Title/Task or <u>Industry</u> Response
7305-01	Supervisor, Chemical Process
7207-01	Supervisor, Civil/ roadworks
5303-01	Supervisor, Claims
8301-01	Supervisor, Cleaning
5000-00	Supervisor, Clerk/ NAI (about clerks supervised)
????-??	Supervisor, Clerk/ except above: Code to Clerk
6503-11	Supervisor, Club/ tending bar
3999-99	Supervisor, Communications/ <u>defence</u>
5201-01	Supervisor, Computer
3207-11	Supervisor, Construction
6601-15	Supervisor, Creche
8999-99	Supervisor, Crossing
5501-01	Supervisor, Data Control Records
5201-01	Supervisor, Data Entry
5201-01	Supervisor, Data Preparation
5201-01	Supervisor, Data Processing
6301-01	Supervisor, Delicatessen
6301-01	Supervisor, Department/ <u>retail store</u>
5503-01	Supervisor, Despatch
5503-01	Supervisor, Despatch Records
5503-01	Supervisor, Distribution Records
5503-01	Supervisor, Distribution/ clerical
1601-99	Supervisor, District/ <u>electric supply</u>
8301-01	Supervisor, Domestic/ <u>hospital</u>
7201-01	Supervisor, Dragline
7201-01	Supervisor, Dredging
7317-01	Supervisor, Drilling
7411-01	Supervisor, Dye Production
7201-01	Supervisor, Earthmoving
7201-01	Supervisor, Earthworks
5201-01	Supervisor, EDP
4303-01	Supervisor, Electrical/ electrical fitters or installers
4309-01	Supervisor, Electrical/ electricians or electrical mechanics
4301-01	Supervisor, Electrical/ linemen
5201-01	Supervisor, Electronic Data Processing
????-??	Supervisor, Engineering: Code to Technician, Engineering
6699-99	Supervisor, Examination
7201-01	Supervisor, Excavating
7411-01	Supervisor, Explosives Production
7425-01	Supervisor, Fabric Production
8201-01	Supervisor, Farm
3305-11	Supervisor, Ferry
7435-01	Supervisor, Film Processing
7211-01	Supervisor, Firefighting
7431-01	Supervisor, Food Processing
8203-01	Supervisor, Forestry/ not logging
7315-01	Supervisor, <u>Foundry</u> / operations
5503-01	Supervisor, Freight Records
6403-01	Supervisor, Front End

5601-11	Supervisor, Front Office/ <u>hotel or motel</u>
4805-01	Supervisor, Gardening
7417-01	Supervisor, Glass Production
7411-01	Supervisor, Glue Production
7309-01	Supervisor, Grain Handling
6601-99	Supervisor, Hostel/ aged
6601-19	Supervisor, Hostel/ <u>child care</u>
5601-11	Supervisor, Hostel/ receiving guests
1505-99	Supervisor, Hostel/ supervising staff, administration
1505-99	Supervisor, Hostel/ NAI (about specific tasks)
8915-11	Supervisor, Housekeeping/ <u>hotel or motel</u>
5505-01	Supervisor, Inventory Records
5201-01	Supervisor, Key Punch
5201-01	Supervisor, Key To Disc
5201-01	Supervisor, Keyboard
2401-11	Supervisor, Kindergarten
????-??	Supervisor, Laboratory: Code to Officer, Technical
7490-17	Supervisor, Laundry
7423-01	Supervisor, Leather Processing
5401-01	Supervisor, Library
3903-01	Supervisor, Lighting/ <u>television, film or stage</u>
8921-01	Supervisor, Linen/ <u>hospital</u>
8203-03	Supervisor, Logging/ <u>timber</u>
7427-01	Supervisor, Machinist/ sewing
7427-01	Supervisor, Machinist/ <u>textiles</u>
5403-01	Supervisor, Mail
5999-19	Supervisor, Market Research
1503-11	Supervisor, Mess/ <u>defence forces</u>
7401-01	Supervisor, Metal Casting
7401-01	Supervisor, Metal Extrusion
7401-01	Supervisor, Metal Moulding
5201-01	Supervisor, Micro Computer
7435-01	Supervisor, Microfilming
3299-99	Supervisor, Mine
7201-01	Supervisor, Mining
8907-01	Supervisor, Night/ <u>supermarket</u>
3401-01	Supervisor, Nursing
5101-01	Supervisor, Office/ secretarial
5000-00	Supervisor, Office/ NAI (about function of area)
????-??	Supervisor, Office/ except above: Code to Clerk
8921-01	Supervisor, Orderly/ <u>medical</u>
7433-01	Supervisor, Packing
7415-01	Supervisor, Paper Making
3901-13	Supervisor, Parole
5301-15	Supervisor, Payroll
7307-01	Supervisor, Petroleum Refining
7411-01	Supervisor, Pharmaceutical Production
5603-01	Supervisor, Phonogram/ <u>telecom</u>
7419-01	Supervisor, Pipe Making/ clay

Code	Title/Task or <u>Industry</u> Response
7201-01	Supervisor, Pit/ <u>mining</u>
7407-01	Supervisor, Plastics Extrusion
7407-01	Supervisor, Plastics Laminating
7407-01	Supervisor, Plastics Moulding
6601-15	Supervisor, Playground
4409-01	Supervisor, Plumbing
3201-11	Supervisor, Power Station
3901-13	Supervisor, Probation
1305-11	Supervisor, Production
5501-01	Supervisor, Production Records
3903-99	Supervisor, Property/ <u>stage</u>
5201-01	Supervisor, Punch Card
3999-11	Supervisor, Radio
8203-01	Supervisor, Reafforestation
5503-01	Supervisor, Receiving Records
5503-01	Supervisor, Records/ despatch
5501-01	Supervisor, Records/ production
5505-01	Supervisor, Records/ stock
5503-01	Supervisor, Records/ transport
2999-17	Supervisor, Recreation
6601-21	Supervisor, <u>Refuge</u>
6599-17	Supervisor, Rental
6405-11	Supervisor, Reservations/ <u>airline</u>
5601-11	Supervisor, Reservations/ <u>hotel or motel</u>
6505-01	Supervisor, Restaurant
6301-01	Supervisor, Retail
7207-01	Supervisor, Road Construction
7207-01	Supervisor, Road Maintenance
6505-01	Supervisor, Room Service
7409-01	Supervisor, Rubber Production
6501-01	Supervisor, Sales/ canvassing or door-to-door
6599-17	Supervisor, Sales/ rental
1303-11	Supervisor, Sales/ sales representatives
1301-11	Supervisor, Sales/ <u>wholesale trade</u>
6301-01	Supervisor, Sales/ except above
5501-01	Supervisor, Scheduling Records
8911-01	Supervisor, Security
7427-01	Supervisor, Sewing/ <u>textiles</u>
6601-99	Supervisor, <u>Sheltered Workshop</u>
5503-01	Supervisor, Shipping Records
6301-01	Supervisor, Shop
4701-01	Supervisor, Slaughter floor
5505-01	Supervisor, Spare Parts Records
5505-01	Supervisor, Stock Records
5505-11	Supervisor, Stock/ clerical
8201-11	Supervisor, Stock/ livestock
7419-01	Supervisor, Stone Cutting
5505-01	Supervisor, Store/ clerical
6301-01	Supervisor, Store/ <u>retail</u>

5505-01	Supervisor, Stores Records
5505-11	Supervisor, Stores/ clerical tasks
5505-01	Supervisor, Stores/ supervising clerical workers
8907-01	Supervisor, Stores/ supervising non-clerical workers
8907-11	Supervisor, Stores/ except above
6403-01	Supervisor, <u>Supermarket</u> / front end or checkout
6301-01	Supervisor, <u>Supermarket</u> / sales staff
8907-01	Supervisor, <u>Supermarket</u> / shelf filling staff
6403-01	Supervisor, <u>Supermarket</u> / NAI (about staff supervised)
5505-01	Supervisor, Supply Records
5603-01	Supervisor, Switchboard
5503-01	Supervisor, Tally/ despatch records
5505-01	Supervisor, Tally/ stock records
5503-01	Supervisor, Tally/ transport records
7423-01	Supervisor, Tanning
6401-01	Supervisor, Teller
7413-01	Supervisor, Timber/ mill
6301-01	Supervisor, Timber/ sales
5503-01	Supervisor, Timetable Records
4101-01	Supervisor, Tooling
8413-01	Supervisor, Track/ <u>railways</u>
2705-13	Supervisor, Training/ training and development of staff
5503-01	Supervisor, Transport
5503-01	Supervisor, Transport Records
5503-01	Supervisor, Trucks Records
5103-01	Supervisor, Typist
3299-99	Supervisor, Underground
4913-01	Supervisor, Upholsterer
5105-01	Supervisor, VDU/ word processing
5105-01	Supervisor, Visual Display Unit/ word processing
8907-01	Supervisor, Warehouse/ supervising staff
8907-11	Supervisor, Warehouse/ except above
4205-01	Supervisor, Welding
7413-01	Supervisor, Wood Production
5105-01	Supervisor, Word Processing
3207-11	Supervisor, Works/ construction
8199-21	Supervisor, Yard/ <u>brickmaking</u>
7421-01	Supervisor, Yarn Production
3901-15	Supervisor/ handicapped persons; training
6601-99	Supervisor/ handicapped persons; except above
4999-13	Surfacer, Lens
3915-15	Surter
2303-35	Surgeon
2305-11	Surgeon, Dental
2305-13	Surgeon, Oral
2303-19	Surgeon, Orthopaedic

Code	Title/Task or <u>Industry</u> Response
------	--

4805-91	Surgeon, Tree/ apprentice
4805-01	Surgeon, Tree/ supervising staff
4805-15	Surgeon, Tree/ except above
2323-11	Surgeon, Veterinary
2205-13	Surveyor
3303-17	Surveyor, Airways
3303-19	Surveyor, Airworthiness
3905-11	Surveyor, Building
2205-13	Surveyor, Cadastral
3201-15	Surveyor, Flight
3905-21	Surveyor, Health
2205-13	Surveyor, Hydrographic
2205-13	Surveyor, Land
3307-15	Surveyor, Marine
2205-13	Surveyor, Mine
2203-11	Surveyor, Quantity
3905-99	Surveyor, Vehicle
1201-11	Surveyor-general
8203-15	Swampy
8301-99	Sweep, Chimney
7299-99	Sweeper, Street/ driving roadsweeper
8301-99	Sweeper, Street/ sweeping with broom
8301-99	Sweeper, Street/ NAI (about specific tasks)
3903-11	Switcher/ <u>audio visual arts</u>

7499-23	Tablehand/ <u>printing</u>
8199-29	Tablehand/ except above
8199-13	Tailer-Out
4911-21	Tailor/ apprentice
4911-01	Tailor/ supervising staff
4911-11	Tailor/ except above
4911-91	Tailoress/ apprentice
4911-01	Tailoress/ supervising staff
4911-11	Tailoress/ except above
5503-99	Taker, Number/ <u>railway</u>
8901-15	Taker, Ticket
5503-11	Tallyman/ despatch
5501-13	Tallyman/ production records
5505-11	Tallyman/ stock records
5503-11	Tallyman/ transport records
7315-11	Tapper, Furnace
2999-99	Taster, Wine
6699-99	Tattooist
3999-13	Taxidermist
8919-11	Tea-Lady
????-??	Teacher + Librarian/ teaching: Code to Teacher
2911-11	Teacher + Librarian/ except above
2407-99	Teacher/ aboriginal
2905-11	Teacher/ curriculum development
2407-13	Teacher/ disabled or handicapped
2407-99	Teacher/ distance education
2407-99	Teacher/ English as a Second Language (ESL)
2407-13	Teacher/ gifted or extension
2401-11	Teacher/ <u>kindergarten</u>
2407-99	Teacher/ migrant
2401-11	Teacher/ <u>pre-primary level</u>
2401-11	Teacher/ <u>pre-school</u>
2407-11	Teacher/ remedial
1317-11	Teacher/ school principal
2407-00	Teacher/ <u>special school</u>
2405-11	Teacher/ except above; <u>high school</u>
2403-11	Teacher/ except above; <u>infants school</u>
2505-11	Teacher/ except above; <u>not in compulsory or tertiary education system: art</u>
2505-15	Teacher/ except above; <u>not in compulsory or tertiary education system: dance</u>

Code	Title/Task or Industry Response
2505-17	Teacher/ except above; <u>not in compulsory or tertiary education system</u> ; drama
2505-13	Teacher/ except above; <u>not in compulsory or tertiary education system</u> ; music
2505-00	Teacher/ except above; <u>not in compulsory or tertiary education system</u> ; NAI (about subject)
2505-99	Teacher/ except above; <u>not in compulsory or tertiary education system</u> ; except above
2403-11	Teacher/ except above; <u>primary school</u>
2405-11	Teacher/ except above; <u>secondary school</u>
????-??	Teacher/ except above; <u>TAFE</u> : Code to Instructor/ <u>TAFE</u>
2405-11	Teacher/ except above; <u>technical school</u>
????-??	Teacher/ except above; <u>university</u> : Code to Academic
2400-00	Teacher/ except above; except above
4315-91	Technician, Accounting Machine/ apprentice
4315-01	Technician, Accounting Machine/ supervising staff
4315-11	Technician, Accounting Machine/ except above
3103-31	Technician, Agricultural
4203-91	Technician, Air Conditioning/ ducting; apprentice
4203-01	Technician, Air Conditioning/ ducting; supervising staff
4203-17	Technician, Air Conditioning/ ducting; except above
4307-91	Technician, Airconditioning/ plant; apprentice
4307-01	Technician, Airconditioning/ plant; supervising staff
4307-11	Technician, Airconditioning/ plant; except above
3299-99	Technician, Aircraft Systems/ <u>air force</u>
????-??	Technician, Aircraft/ repairing or servicing: Code to Engineer, Aircraft/ maintenance
4399-13	Technician, Amusement Machine
3101-99	Technician, Anaesthetic
3103-27	Technician, Animal
3103-31	Technician, Artificial Insemination
3903-11	Technician, Audio
3903-11	Technician, Audio-visual
3299-99	Technician, Avionics Systems/ <u>air force</u>
3103-27	Technician, Biological
3101-13	Technician, Biomedical
3205-13	Technician, Boiler/ testing
3103-27	Technician, Botanical
3207-11	Technician, Building
3101-99	Technician, Cardiac
3207-15	Technician, Cartographic
3103-13	Technician, Chemical
4315-91	Technician, Computer/ apprentice
4315-01	Technician, Computer/ supervising staff
4315-13	Technician, Computer/ except above
3103-31	Technician, Dairy
4999-11	Technician, Dental
3101-99	Technician, Dialysis
3101-99	Technician, Ear Mould
3101-99	Technician, ECG
3101-99	Technician, EEG
3201-13	Technician, Electrical

3101-99	Technician, Electrocardiographic
3101-99	Technician, Electroencephalographic
3201-17	Technician, Electronics
3299-99	Technician, Engineering/ chemical
3203-13	Technician, Engineering/ civil
3201-17	Technician, Engineering/ communications
3201-13	Technician, Engineering/ electrical
3201-17	Technician, Engineering/ electronic
3205-13	Technician, Engineering/ mechanical
3205-13	Technician, Engineering/ repairing or maintaining machinery
3200-00	Technician, Engineering/ NAI (about type of engineering)
3103-31	Technician, Field Crop
7435-11	Technician, Film/ <u>photographic processing</u>
3103-13	Technician, Food
3103-27	Technician, Forestry
3103-17	Technician, Geochemical
3103-17	Technician, Geology
3103-17	Technician, Geophysics
4313-91	Technician, Hi Fi/ apprentice
4313-01	Technician, Hi Fi/ supervising staff
4313-11	Technician, Hi Fi/ except above
3103-31	Technician, Horticultural
3101-00	Technician, Hospital
3205-13	Technician, Hydraulic
3103-17	Technician, Hydrological
4211-91	Technician, Instrument/ aircraft; apprentice
4211-01	Technician, Instrument/ aircraft; supervising staff
4211-19	Technician, Instrument/ aircraft; except above
4399-99	Technician, Instrument/ electronic
4213-91	Technician, Instrument/ scientific; apprentice
4213-01	Technician, Instrument/ scientific; supervising staff
4213-11	Technician, Instrument/ scientific; except above
4213-91	Technician, Instrument/ except above; apprentice
4213-01	Technician, Instrument/ except above; supervising staff
4213-11	Technician, Instrument/ except above; except above
3103-31	Technician, Laboratory/ <u>agriculture</u>
3103-13	Technician, Laboratory/ <u>chemistry</u>
4999-11	Technician, Laboratory/ <u>dental</u>
3103-17	Technician, Laboratory/ <u>earth science</u>
3103-27	Technician, Laboratory/ <u>life science except agriculture</u>
3101-13	Technician, Laboratory/ medical, clinical or pathology
7435-11	Technician, Laboratory/ <u>photographic processing</u>
3103-21	Technician, Laboratory/ <u>physics</u>
3103-00	Technician, Laboratory/ <u>science</u> ; NAI (about field of science)
3100-00	Technician, Laboratory/ NAI (about type of laboratory)
3999-15	Technician, Library
3903-19	Technician, Light
3101-13	Technician, Medical
3299-11	Technician, Metallurgical

Code	Title/Task or Industry Response
4213-91	Technician, Meter/ apprentice
4213-01	Technician, Meter/ supervising staff
4213-11	Technician, Meter/ except above
3299-99	Technician, Mining
3999-13	Technician, Museum
3103-27	Technician, Mycological
6699-15	Technician, Nail
4315-91	Technician, Office Machine/ apprentice
4315-01	Technician, Office Machine/ supervising staff
4315-11	Technician, Office Machine/ except above
4999-13	Technician, Optical
4999-91	Technician, Orthodontic/ apprentice
4999-01	Technician, Orthodontic/ supervising staff
4999-11	Technician, Orthodontic/ except above
3103-13	Technician, Paint
3103-17	Technician, Palaeontology
3101-13	Technician, Pathology
8999-13	Technician, Pest Control
4315-91	Technician, Photocopier/ apprentice
4315-01	Technician, Photocopier/ supervising staff
4315-11	Technician, Photocopier/ except above
7435-11	Technician, Photographic
3103-21	Technician, Physics
3103-27	Technician, Plant
4399-13	Technician, Poker Machine
3103-31	Technician, Poultry
4311-91	Technician, Radio/ <u>broadcasting</u> : apprentice
4311-01	Technician, Radio/ <u>broadcasting</u> : supervising staff
4311-11	Technician, Radio/ <u>broadcasting</u> : except above
3201-17	Technician, Radio/ <u>engineering</u>
4313-91	Technician, Radio/ <u>repairing or servicing appliances</u> : apprentice
4313-01	Technician, Radio/ <u>repairing or servicing appliances</u> : supervising staff
4313-11	Technician, Radio/ <u>repairing or servicing appliances</u> : except above
4307-91	Technician, Refrigeration/ apprentice
4307-01	Technician, Refrigeration/ supervising staff
4307-13	Technician, Refrigeration/ except above
3101-99	Technician, Renal
4999-19	Technician, Saturation
3103-00	Technician, Science/ NAI (about field of science)
????-??	Technician, Science/ except above: Code to Technician, Laboratory
4311-91	Technician, Signal Maintenance/ apprentice
4311-01	Technician, Signal Maintenance/ supervising staff
4311-11	Technician, Signal Maintenance/ except above
3903-11	Technician, Sound
3999-23	Technician, Studio/ <u>photographic</u>
3207-15	Technician, Survey
4311-91	Technician, Telecommunications/ apprentice
4311-01	Technician, Telecommunications/ supervising staff
4311-13	Technician, Telecommunications/ except above

3201-17	Technician, Telemetry
4311-91	Technician, Telephone/ apprentice
4311-01	Technician, Telephone/ supervising staff
4311-13	Technician, Telephone/ except above
4311-91	Technician, Television/ <u>broadcasting</u> : apprentice
4311-01	Technician, Television/ <u>broadcasting</u> : supervising staff
4311-11	Technician, Television/ <u>broadcasting</u> : except above
3201-17	Technician, Television/ <u>engineering</u>
4313-91	Technician, Television/ <u>repairing or servicing appliances</u> : apprentice
4313-01	Technician, Television/ <u>repairing or servicing appliances</u> : supervising staff
4313-11	Technician, Television/ <u>repairing or servicing appliances</u> : except above
3103-00	Technician, Textile
3101-99	Technician, Theatre/ <u>hospital</u>
4315-91	Technician, Typewriter/ apprentice
4315-01	Technician, Typewriter/ supervising staff
4315-11	Technician, Typewriter/ except above
3101-99	Technician, Ultrasound/ <u>medical</u>
3299-11	Technician, Ultrasound/ <u>metal testing</u>
3101-99	Technician, Urological
4399-13	Technician, Vending Machine
3205-13	Technician, Vibroseis
4313-91	Technician, Video/ <u>repair</u> : apprentice
4313-01	Technician, Video/ <u>repair</u> : supervising staff
4313-11	Technician, Video/ <u>repair</u> : except above
3299-11	Technician, Welding
3101-99	Technician, X-Ray/ <u>medical</u>
3101-99	Technician, X-Ray/ <u>NAI (about tasks or industry)</u>
3299-11	Technician, X-Ray/ except above
4999-29	Technician/ ammunition; <u>army</u>
3201-17	Technician/ communications electronic systems; <u>air force</u>
4999-29	Technician/ explosive ordnance demolition; <u>army</u>
4213-91	Technician/ repairing or servicing equipment; medical; apprentice
4213-01	Technician/ repairing or servicing equipment; medical; supervising staff
4213-11	Technician/ repairing or servicing equipment; medical; except above
4213-91	Technician/ repairing or servicing equipment; scientific; apprentice
4213-01	Technician/ repairing or servicing equipment; scientific; supervising staff
4213-11	Technician/ repairing or servicing equipment; scientific; except above
4000-00	Technician/ repairing or servicing equipment; NAI (about type of equipment)
????-??	Technician/ repairing or servicing equipment; except above: Code to Repairer
4601-91	Technician/ repairing or servicing motor vehicles; apprentice
4601-01	Technician/ repairing or servicing motor vehicles; supervising staff
4601-11	Technician/ repairing or servicing motor vehicles; except above
3000-00	Technician/ research; NAI (about field of research)
3103-29	Technologist, Dairy
2101-11	Technologist, Food
3103-11	Technologist, Fuel
2109-11	Technologist, Laboratory/ medical
2109-11	Technologist, Medical/ laboratory

2321-15	Technologist, Nuclear Medicine
3103-23	Technologist, Textile
7401-13	Teemer/ <u>metal</u>
3999-11	Telegraphist
5603-11	Telephonist
5601-11	Telephonist + Receptionist
6401-11	Teller
7315-13	Temperer
6503-11	Tender, Bar/ <u>licensed premises</u>
3103-13	Tester, Cane
7307-15	Tester, Gas/ <u>oil and gas mining</u>
7307-15	Tester, Pipe/ <u>oil and gas mining</u>
3203-13	Tester, Soil
8109-15	Tester/ <u>clay and stone</u>
8109-15	Tester/ <u>dairy products</u>
8109-15	Tester/ <u>mineral ore</u>
8109-15	Tester/ <u>pulp or papermaking</u>
6699-15	Therapist, Beauty
2399-99	Therapist, Dance
3101-15	Therapist, Dental
2399-99	Therapist, Diversion
2399-99	Therapist, Music
2399-99	Therapist, Natural
2309-11	Therapist, Occupational
3101-15	Therapist, Oral
2399-99	Therapist, Recreational
2315-11	Therapist, Speech
7425-11	Threader/ <u>textiles</u>
4919-91	Tiler, Carpet/ apprentice
4919-01	Tiler, Carpet/ supervising staff
4919-11	Tiler, Carpet/ except above
4413-91	Tiler, Ceramic/ apprentice
4413-01	Tiler, Ceramic/ supervising staff
4413-11	Tiler, Ceramic/ except above
4919-91	Tiler, Cork/ apprentice
4919-01	Tiler, Cork/ supervising staff
4919-11	Tiler, Cork/ except above
4413-91	Tiler, Quarry/ apprentice
4413-01	Tiler, Quarry/ supervising staff
4413-11	Tiler, Quarry/ except above

4411-91	Tiler, Roof/ apprentice
4411-01	Tiler, Roof/ supervising staff
4411-11	Tiler, Roof/ except above
4919-91	Tiler, Vinyl/ apprentice
4919-01	Tiler, Vinyl/ supervising staff
4919-11	Tiler, Vinyl/ except above
4413-91	Tiler, Wall and Floor/ apprentice
4413-01	Tiler, Wall and Floor/ supervising staff
4413-11	Tiler, Wall and Floor/ except above
4413-91	Tiler/ <u>bathroom</u> : apprentice
4413-01	Tiler/ <u>bathroom</u> : supervising staff
4413-11	Tiler/ <u>bathroom</u> : except above
4413-91	Tiler/ <u>kitchen</u> : apprentice
4413-01	Tiler/ <u>kitchen</u> : supervising staff
4413-11	Tiler/ <u>kitchen</u> : except above
4413-11	Tiler/ NAI (about type of tiling)
8415-11	Timberman/ <u>mining</u>
5301-15	Timekeeper
4203-91	Tinsmith/ apprentice
4203-01	Tinsmith/ supervising staff
4203-11	Tinsmith/ except above
7411-99	Tinter, Paint
8923-11	Tinter, Window/ <u>vehicle</u>
8401-11	Tinter, Window/ except above
5907-15	Tipstaff
6301-01	Tobacconist/ selling or serving
1501-11	Tobacconist/ supervising staff, administration
1501-11	Tobacconist/ NAI (about specific tasks)
4101-91	Toolmaker/ apprentice
4101-01	Toolmaker/ supervising staff
4101-11	Toolmaker/ except above
4103-91	Toolsetter/ apprentice
4103-01	Toolsetter/ supervising staff
4103-17	Toolsetter/ except above
4201-91	Toolsmith/ apprentice
4201-01	Toolsmith/ supervising staff
4201-11	Toolsmith/ except above
7431-11	Topman
8299-99	Tordoner

Code	Title/Task or Industry Response
------	---------------------------------

2107-99	Toxicologist
3299-99	Tracer
7299-11	Tracklayer/ <u>railway line or tramline</u> : operating machine
8413-11	Tracklayer/ <u>railway line or tramline</u> : except above
7299-11	Trackperson/ <u>railway line or tramline</u> : operating machine
8413-11	Trackperson/ <u>railway line or tramline</u> : except above
6101-99	Trader, Futures
4311-91	Tradesperson, Broadcasting/ apprentice
4311-01	Tradesperson, Broadcasting/ supervising staff
4311-11	Tradesperson, Broadcasting/ except above
4399-99	Tradesperson, Control Equipment
4921-93	Tradesperson, Glass/ blown glass; apprentice
4921-01	Tradesperson, Glass/ blown glass; supervising staff
4921-13	Tradesperson, Glass/ blown glass; except above
4921-91	Tradesperson, Glass/ flat glass; apprentice
4921-01	Tradesperson, Glass/ flat glass; supervising staff
4921-11	Tradesperson, Glass/ flat glass; except above
4313-91	Tradesperson, Radio/ apprentice
4313-01	Tradesperson, Radio/ supervising staff
4313-11	Tradesperson, Radio/ except above
4205-91	Tradesperson, Structural Steel/ apprentice
4205-01	Tradesperson, Structural Steel/ supervising staff
4205-13	Tradesperson, Structural Steel/ except above
4311-91	Tradesperson, Telecommunications/ apprentice
4311-01	Tradesperson, Telecommunications/ supervising staff
4311-13	Tradesperson, Telecommunications/ except above
4313-91	Tradesperson, Television/ apprentice
4313-01	Tradesperson, Television/ supervising staff
4313-11	Tradesperson, Television/ except above
4931-99	Trainer, Horse
3901-15	Trainer, Social
2705-13	Trainer, Staff
4931-99	Trainer/ animal
2705-13	Trainer/ <u>defence forces</u>
3915-11	Trainer/ sports
2999-21	Translator
8925-13	Trapper/ seafood
8299-11	Trapper/ except above
????-??	Traveller/ selling: Code to Representative, Sales
8921-13	Trayperson/ <u>hospital</u>

8919-11	Trayperson/ <u>hotel or motel</u>
1301-11	Treasurer/ <u>local government</u>
7315-13	Treater, Heal/ furnace
7431-21	Treater, Milk
4927-91	Trichologist/ apprentice
4927-01	Trichologist/ supervising staff
4927-11	Trichologist/ except above
4609-91	Trimmer, Aircraft/ apprentice
4609-01	Trimmer, Aircraft/ supervising staff
4609-11	Trimmer, Aircraft/ except above
4911-91	Trimmer, Fur/ apprentice
4911-01	Trimmer, Fur/ supervising staff
4911-17	Trimmer, Fur/ except above
8199-35	Trimmer, Meat
4609-91	Trimmer, Motor/ apprentice
4609-01	Trimmer, Motor/ supervising staff
4609-11	Trimmer, Motor/ except above
7429-11	Trimmer, Shoe
4913-91	Trimmer, Upholstery/ apprentice
4913-01	Trimmer, Upholstery/ supervising staff
4913-11	Trimmer, Upholstery/ except above
7499-19	Trooper, Assault/ <u>army</u>
????-??	Trooper/ <u>army</u> : Disregard Title
7203-11	Truckdriver/ forklift
7105-13	Truckdriver/ <u>road transport</u>
7201-23	Truckdriver/ underground
7105-13	Truckdriver/ <u>NAI (about type of truck)</u>
7105-13	Truckie
4403-91	Tuckpointer/ apprentice
4403-01	Tuckpointer/ supervising staff
4403-11	Tuckpointer/ except above
7425-99	Tuffer
4103-91	Tuner, Loom/ apprentice
4103-01	Tuner, Loom/ supervising staff
4103-15	Tuner, Loom/ except above
4925-91	Tuner, Piano/ apprentice
4925-01	Tuner, Piano/ supervising staff
4925-11	Tuner, Piano/ except above
7399-29	Turncock

4103-91	Turner + Fitter/ apprentice
4103-01	Turner + Fitter/ supervising staff
4103-11	Turner + Fitter/ except above
4103-91	Turner/ <u>metal</u> : apprentice
4103-01	Turner/ <u>metal</u> : supervising staff
4103-13	Turner/ <u>metal</u> : except above
7419-17	Turner/ <u>porcelain</u>
4901-93	Turner/ <u>wood</u> : apprentice
4901-01	Turner/ <u>wood</u> : supervising staff
4901-13	Turner/ <u>wood</u> : except above
7399-29	Turnkey/ <u>water supply</u>
2505-25	Tutor/ nurse; <u>hospital</u>
????-??	Tutor/ private tuition: Code to Teacher
2400-00	Tutor/ <u>school</u>
2503-13	Tutor/ <u>TAFE</u> : general education
2503-11	Tutor/ <u>TAFE</u> : trades courses
2501-13	Tutor/ <u>university</u>
7421-11	Twister/ <u>yarn</u>
4501-91	Typesetter/ apprentice
4501-01	Typesetter/ supervising staff
4501-11	Typesetter/ except above
5103-11	Typist + Clerk
5601-11	Typist + Receptionist
5101-11	Typist + Secretary
5101-13	Typist, Shorthand
5105-11	Typist/ word processing
5103-13	Typist/ except above

3101-99	Ultrasonographer/ <u>medical</u>
3299-11	Ultrasonographer/ <u>metal testing</u>
3915-19	Umpire
3299-99	Undermanager, Mine
6699-11	Undertaker
6103-11	Underwriter/ <u>insurance</u>
6101-11	Underwriter/ <u>stockbroking</u>
4609-91	Upholsterer/ <u>ship</u> : apprentice
4609-01	Upholsterer/ <u>ship</u> : supervising staff
4609-11	Upholsterer/ <u>ship</u> : except above
4609-91	Upholsterer/ <u>vehicle</u> : apprentice
4609-01	Upholsterer/ <u>vehicle</u> : supervising staff
4609-11	Upholsterer/ <u>vehicle</u> : except above
4913-91	Upholsterer/ except above; apprentice
4913-01	Upholsterer/ except above; supervising staff
4913-11	Upholsterer/ except above; except above
2303-33	Urologist
8999-99	Useful, Bar
5907-15	Usher, Court
8901-13	Usher/ <u>entertainment industry</u>
8901-13	Usherette

6199-13	Valuer
7431-17	Vatman/ <u>brewery</u>
6501-13	Vendor, Bread/ van sales
6501-13	Vendor, Ice-Cream/ van sales
6501-13	Vendor, Milk
6501-17	Vendor, Newspaper/ street selling
6501-17	Vendor, Street
????-??	Vendor: Code to Salesperson
6603-11	Venipuncturist/ enrolled nurse
3401-11	Venipuncturist/ registered nurse
3401-11	Venipuncturist/ except above
2817-13	Ventriloquist
8109-15	Veritier, Glassware
2323-11	Veterinarian
2607-11	Vicar
1201-11	Vice-Chancellor
1317-11	Vice-Principal/ <u>school</u>
8109-13	Viewer
1401-31	Vigneron
2815-17	Violinist
2109-11	Virologist/ medical
2107-99	Virologist/ except above
3901-11	Visitor, Social Health
1401-31	Viticulturist
2815-15	Vocalist

6505-11	Waiter/ formal or silver service
6505-15	Waiter/ except above
6505-11	Waitress/ formal or silver service
6505-15	Waitress/ except above
3999-31	Warden, Community/ aboriginal community
5601-11	Warden, Hostel/ receiving guests or inmates
1505-99	Warden, Hostel/ supervising staff, administration
1505-99	Warden, Hostel/ NAI (about specific tasks)
3999-31	Warden, Park
3911-11	Warden, <u>Prison</u>
5601-11	Warden, Recreation Camp/ receiving guests
1505-11	Warden, Recreation Camp/ supervising staff, administration
1505-11	Warden, Recreation Camp/ NAI (about specific tasks)
8921-11	Wardsmaid
8921-11	Wardsman
8907-11	Warehouseman
7425-11	Warper
8919-11	Washer, Dish
8415-15	Washer, Sample/ <u>mineral ore</u>
8917-11	Washer/ clothes
8301-21	Washer/ <u>vehicles</u>
8917-11	Washerwoman
4213-91	Watchmaker/ apprentice
4213-01	Watchmaker/ supervising staff
4213-13	Watchmaker/ except above
8911-13	Watchman
8401-11	Waterproofer/ <u>building</u>
7425-13	Weaver
7399-99	Weigher, Licensed
7399-99	Weigher/ operating weighbridge
8109-17	Weigher/ quality control
7399-99	Weighman
4205-91	Welder, Pressure/ apprentice
4205-01	Welder, Pressure/ supervising staff
4205-15	Welder, Pressure/ except above
4205-91	Welder, Spot/ apprentice

4205-01	Welder, Spot/ supervising staff
4205-21	Welder, Spot/ except above
4205-91	Welder/ apprentice
4205-91	Welder/ boilermaking; apprentice
4205-01	Welder/ boilermaking; supervising staff
4205-11	Welder/ boilermaking; except above
4205-01	Welder/ supervising staff
4205-00	Welder/ NAI (about type of welding)
4205-19	Welder/ except above; arc
4205-19	Welder/ except above; gas
4205-19	Welder/ except above; second class
4205-17	Welder/ except above; special or first class
????-??	Wharfie/ driving or operating machinery or plant: Code to Operator
8909-15	Wharfie/ except above
4103-91	Wheelwright/ apprentice
4103-01	Wheelwright/ supervising staff
4103-00	Wheelwright/ except above
1601-17	Wholesaler
4927-91	Wigmaker/ apprentice
4927-01	Wigmaker/ supervising staff
4927-11	Wigmaker/ except above
4303-91	Winder, Armature/ apprentice
4303-01	Winder, Armature/ supervising staff
4303-11	Winder, Armature/ except above
7421-11	Winder, Bobbin/ <u>textiles</u>
4303-91	Winder, Coil/ heavy duty; apprentice
4303-01	Winder, Coil/ heavy duty; supervising staff
4303-11	Winder, Coil/ heavy duty; except above
8103-13	Winder, Coil/ light
7421-11	Winder, Yarn
2999-99	Winemaker
4901-91	Woodmachinist/ A grade or copy lathe operating; apprentice
4901-01	Woodmachinist/ A grade or copy lathe operating; supervising staff
4901-11	Woodmachinist/ A grade or copy lathe operating; except above
4901-91	Woodmachinist/ B grade; apprentice
4901-01	Woodmachinist/ B grade; supervising staff
4901-15	Woodmachinist/ B grade; except above
4901-91	Woodmachinist/ C grade; apprentice
4901-01	Woodmachinist/ C grade; supervising staff
4901-17	Woodmachinist/ C grade; except above
4901-93	Woodmachinist/ turning or lathe operating except copy lathe; apprentice
4901-01	Woodmachinist/ turning or lathe operating except copy lathe; supervising staff
4901-13	Woodmachinist/ turning or lathe operating except copy lathe; except above

6199-11	Woolbroker
3913-13	Woolbuyer
3999-35	Woolclasser
????-??	Worker, Assembly: Code to Assembler
8403-11	Worker, Building/ concreting
8407-11	Worker, Building/ digging
8409-11	Worker, Building/ paving except concreting
8405-17	Worker, Building/ structural steel erecting
8499-17	Worker, Building/ except above
????-??	Worker, Canteen: Code to Assistant, Canteen
7399-33	Worker, Carbon Plant
7431-19	Worker, Casings/ <u>meat processing</u>
6601-15	Worker, Child Care
????-??	Worker, Clerical: Code to Clerk
3901-11	Worker, Community
8403-11	Worker, Construction/ concreting
8407-11	Worker, Construction/ digging
8409-11	Worker, Construction/ paving except concreting
8405-17	Worker, Construction/ structural steel erecting
8499-17	Worker, Construction/ except above
????-??	Worker, <u>Council</u> : Code to Labourer, <u>Council</u>
4925-91	Worker, Craft/ except potter; apprentice
4925-01	Worker, Craft/ except potter; supervising staff
4925-99	Worker, Craft/ except potter; except above
6601-15	Worker, Day Care
????-??	Worker, Demolition/ driving or operating machinery or plant: Code to Operator
8499-17	Worker, Demolition/ except above
8907-11	Worker, Despatch
????-??	Worker, Domestic: Code to Domestic
????-??	Worker, <u>Factory</u> / assembly: Code to Assembler
8301-11	Worker, <u>Factory</u> / cleaning
????-??	Worker, <u>Factory</u> / driving or operating machinery or plant: Code to Operator
????-??	Worker, <u>Factory</u> / hand packing: Code to Packer, Hand
8109-13	Worker, <u>Factory</u> / inspection
8109-13	Worker, <u>Factory</u> / quality control; examining
8109-15	Worker, <u>Factory</u> / quality control; testing
8109-00	Worker, <u>Factory</u> / quality control; NAI (about specific tasks)
8107-11	Worker, <u>Factory</u> / spraypainting
8199-00	Worker, <u>Factory</u> / except above; NAI (about type of factory)
????-??	Worker, <u>Farm</u> : Code to Hand, <u>Farm</u>
8201-99	Worker, Fish Farm
????-??	Worker, <u>Forestry</u> / driving or operating machinery or plant: Code to Operator
8203-13	Worker, <u>Forestry</u> / except above
4401-91	Worker, Form/ carpentry; apprentice
4401-01	Worker, Form/ carpentry; supervising staff
4401-11	Worker, Form/ carpentry; except above

8205-13	Worker, Garden
8403-11	Worker, Grano
8403-11	Worker, Granolithic
7499-17	Worker, <u>Laundry</u> / operating laundry machine
8917-11	Worker, <u>Laundry</u> / except above
8199-35	Worker, Meat/ <u>abattoir</u> : boning or slicing
????-??	Worker, Meat/ <u>abattoir</u> : driving or operating machinery or plant: Code to Operator
8199-33	Worker, Meat/ <u>abattoir</u> : except above
????-??	Worker, <u>Mill</u> / driving or operating machinery or plant: Code to Operator
8199-11	Worker, <u>Mill</u> / <u>metal</u>
8199-17	Worker, <u>Mill</u> / <u>paper</u>
8199-13	Worker, <u>Mill</u> / <u>timber</u>
8199-00	Worker, <u>Mill</u> / <u>NAI (about tasks or type of mill)</u>
????-??	Worker, <u>Mine</u> : Code to Miner
6601-15	Worker, <u>Nursery</u> / <u>childminding</u>
????-??	Worker, <u>Nursery</u> / <u>horticulture</u> : driving or operating machinery or plant: Code to Operator
8205-11	Worker, <u>Nursery</u> / <u>horticulture</u> : except above
????-??	Worker, Office: Code to Clerk
6699-99	Worker, Parish
????-??	Worker, Process/ assembly: Code to Assembler
????-??	Worker, Process/ driving or operating machinery or plant: Code to Operator
8109-13	Worker, Process/ inspection
????-??	Worker, Process/ packing: Code to Packer, Hand
8109-13	Worker, Process/ quality control: examining
8109-15	Worker, Process/ quality control: testing
8109-00	Worker, Process/ quality control: NAI (about specific tasks)
8107-11	Worker, Process/ spraypainting
????-??	Worker, Process/ except above: Code to Labourer, <u>Factory</u>
????-??	Worker, Production Line/ assembly: Code to Assembler
????-??	Worker, Production Line/ driving or operating machinery or plant: Code to Operator
????-??	Worker, Production Line/ packing: Code to Packer, Hand
8109-13	Worker, Production Line/ quality control: examining
8109-15	Worker, Production Line/ quality control: testing
8109-00	Worker, Production Line/ quality control: NAI (about specific tasks)
8107-11	Worker, Production Line/ spraypainting
????-??	Worker, Production Line/ except above: Code to Labourer, <u>Factory</u>
8999-99	Worker, Red Cross
6601-21	Worker, Refuge
3901-15	Worker, Residential Care
4999-27	Worker, Safety Equipment/ <u>air force</u>
4203-91	Worker, Sheetmetal/ apprentice
4203-01	Worker, Sheetmetal/ supervising staff
4203-00	Worker, Sheetmetal/ NAI (about class)
4203-11	Worker, Sheetmetal/ except above: first class
4203-17	Worker, Sheetmetal/ except above: second class
2601-15	Worker, Social/ case work, assisting individuals and families
2601-13	Worker, Social/ community
2601-00	Worker, Social/ NAI (about type of social work)
7425-11	Worker, Textile/ beamer

8199-99	Worker, Textile/ hand cutting
8105-99	Worker, Textile/ hand packing
4103-15	Worker, Textile/ loom tuning
8109-13	Worker, Textile/ quality control; examining
8109-15	Worker, Textile/ quality control; testing
8109-00	Worker, Textile/ quality control; NAI (about specific tasks)
7425-13	Worker, Textile/ weaving
????-??	Worker, Textile/ except above: Code to Operator
????-??	Worker, <u>Timber Yard</u> / driving or operating machinery or plant: Code to Operator
8909-11	Worker, <u>Timber Yard</u> / loading or unloading
8199-13	Worker, <u>Timber Yard</u> / except above
????-??	Worker, <u>Timber</u> / driving or operating machinery or plant: Code to Operator
8203-13	Worker, <u>Timber/ forestry</u>
8909-11	Worker, <u>Timber</u> / loading or unloading
8199-13	Worker, <u>Timber</u> / except above
????-??	Worker, <u>Vineyard</u> / driving or operating machinery or plant: Code to Operator
8201-13	Worker, <u>Vineyard</u> / except above
????-??	Worker, <u>Waterside</u> / driving or operating machinery or plant: Code to Operator
8909-15	Worker, <u>Waterside</u> / except above
3901-15	Worker, Welfare
3901-17	Worker, Youth
????-??	Worker/ driving or operating machinery or plant: Code to Operator
????-??	Wrapper/ <u>manufactured goods</u> : Code to Packer, Hand
8999-27	Wrecker/ vehicle
3915-15	Wrestler
2707-13	Writer, Compiler
2807-15	Writer, Copy
2807-99	Writer, Editorial
6405-11	Writer, Keno
2807-99	Writer, Leader
2807-13	Writer, Science
2809-11	Writer, Screen
2809-11	Writer, Script
4405-91	Writer, Sign/ apprentice
4405-01	Writer, Sign/ supervising staff
4405-15	Writer, Sign/ except above
2815-19	Writer, Song
2807-13	Writer, Technical
3999-17	Writer, Ticket
2809-11	Writer/ books
????-??	Writer/ <u>navy</u> : Code to Clerk

Code

Title/Task or Industry Response

8199-00 Yardman/ factory; NAI (about type of factory)
????-?? Yardman/ factory; except above: Code to Labourer, Factory
8999-19 Yardman/ hotel
8199-00 Yardman/ NAI (about type of workplace)

8999-11 Zookeeper

2107-23 Zoologist

**ASCO CODING SYSTEM
OCCUPATION LEVEL**

PART 5

QUERY RESOLUTION GUIDE

CONTENTS

TITLE	PAGE
1. The Role of the Query Resolver	5-1
1.1 Skills and Knowledge Required in Query Resolution	5-1
1.2 Terms Used in Query Resolution	5-1
1.2.1 Definite Codes	5-2
1.2.2 Potential Codes	5-2
1.2.3 Adequate Records	5-3
1.2.4 Inadequate Records	5-4
2. Documents Required in Query Resolution	5-5
2.1 ASCO Coding Index	5-5
2.2 ASCO Coding Index: Numerical Order	5-6
2.3 ASCO - Statistical Classification	5-6
2.3.1 Conceptual Basis of the Classification	5-7
2.3.2 Structure and Group Definitions	5-7
2.3.3 Keyword Index of Structure Titles	5-8
2.4 ASCO - Occupation Definitions	5-8
2.5 ASCO - Keyword Index to Occupation Definitions	5-9
3. Main Steps in Query Resolution	5-11
3.1 Step 1: Repeating the Standard Procedures of First-Stage Coding	5-12
3.2 Step 2: Using the Look-up Title to Identify Potential Codes	5-14
3.2.1 Using Industry Information	5-14
3.2.2 Using NAI Entries When Additional Information is Not Useful	5-16
3.2.3 Cases Where the Entry Title is Not Helpful	5-17
3.2.4 Summary: Using the Entry Title	5-17
3.3 Step 3: Using an Alternative Title to Identify Potential Codes	5-18
3.3.1 Using Title Synonyms	5-18
3.3.2 Missing or Vague Titles	5-19
3.3.3 Non-Matching Qualifying Words	5-20
3.3.4 Obtaining Additional Information for Unfamiliar Titles	5-21
3.3.5 Summary: Using an Alternative Title	5-21

3.4 Step 4: Using the <i>Occupation Definitions</i> and the <i>Statistical Classification</i> to Identify Potential Codes	5-22
3.4.1 Searching for a Keyword	5-22
3.4.2 Comparing Occupation Data With Occupation and Group Definitions	5-23
3.4.3 Dealing With Very Inadequate or Unusual Data	5-24
3.4.4 Summary: Using the <i>Occupation Definitions</i> and the <i>Statistical Classification</i>	5-25
3.5 Step 5: Choosing the Most Specific Code	5-25
3.6 Step 6: Checking Codes	5-26
3.7 Step 7: Choosing Codes on a Probability Basis	5-28
3.8 Step 8: Choosing the Code With the Lowest Leading Digit	5-29
3.9 Step 9: Using the Order of Precedence in Major Group 5	5-30
3.10 Step 10: Coding to Major, Minor or Unit Group Level	5-30
3.10.1 Supervisory/Trainee Status	5-32
4. Difficult Cases	5-33
4.1 Clerk	5-33
4.2 Labourer	5-34
4.3 Manager, Owner, Director, Proprietor and Partner	5-34
4.3.1 Additional Steps for Titles Which Sound Managerial	5-35
4.4 Engineer	5-40
4.5 Machine Operator and Plant Operator	5-40

1 THE ROLE OF THE QUERY RESOLVER

**THE ROLE OF THE
QUERY RESOLVER**

The *ASCO Coding System: Occupation Level* has been developed as a two-stage process. In the first stage, the coder is able to apply accurate and consistent occupation codes to the majority of records (over 90% in most ABS statistical collections) using only the *ASCO Coding Index* and the formal rules and procedures set out in the *Reference Guide*.

In the second stage the query resolver must deal with the remaining records. Correct coding of these records (queries) depends on access to a number of ASCO publications and on the particular skills and knowledge of the query resolver. As the query resolver, you must exercise considerable discretion in choosing codes whilst still operating within the general guidelines which determine the overall coding strategy. Therefore, it is recommended that query resolution be performed as a separate operation, and only by persons who have developed the additional skills and knowledge specified below.

1.1 Skills and Knowledge Required in Query Resolution

**Skills & Knowledge
Required**

In order to resolve queries quickly, consistently and accurately, it is essential that you have a detailed knowledge of:

- the coding methodology; that is, the formal rules and procedures outlined in the *Reference Guide* relating to the matching of index entries and the selection of codes
- the conceptual basis and the structure of ASCO as discussed in the *ASCO - Statistical Classification* (ABS Catalogue No. 1222.0)
- the terms and concepts specific to the query resolution process, especially definite versus indefinite codes and adequate versus inadequate records as discussed in Section 1.2 below.

In addition to these essential areas of knowledge, it is desirable that you have a wide knowledge of occupations in the Australian labour force, including tasks performed and job entry requirements. Telephone interviewing skills may also be useful as, on occasion, it may be necessary to resolve a query by contacting a respondent or employer to gain further information about the occupation to be coded.

1.2 Terms Used in Query Resolution

Terms Used

To understand the nature and purpose of the various steps in query resolution, it is important that you learn to distinguish between **definite** and **potential** codes and between **adequate** and **inadequate** records. These terms have a precise meaning in query resolution, and are used frequently in this guide.

Definite Codes

1.2.1 Definite Codes

A code is **definite** if the record contains sufficient information to provide evidence of the correctness of the code and does not contain contradictory information to suggest another code.

For example the title *Psychiatrist* contains all the information necessary to indicate the correctness of the occupation level code 2303-21. The entry title *Psychiatrist* appears in only one index entry with code 2303-21. That entry has no qualifying words and no supplementary description, because no other information is required to select code 2303-21. This code is, therefore, a definite code for any record containing the title *psychiatrist*.

Some records point to two or more definite codes. This may occur when:

1. The look-up title is a multiple title containing two or more basic words and two or more matching entries can be found, each with its own definite code.

For example, the look-up title *Prospector-Flautist* contains two basic words, the first of which is codable to the occupation 8415-11 and the second to the occupation 2815-17. Both of these are definite codes.

2. The look-up title contains one basic word (with or without qualifying words) but the record contains two or more distinct tasks each of which can be matched with supplementary descriptions in different index entries.

For example:

Title response: Domestic

Task response: kitchen and laundry work

This record has two definite codes relating to different unit groups in the same minor group. The task *kitchen work* coupled with the title *Domestic* has the definite code 8919-11 while the task *laundry work* coupled with the same title has the definite code 8917-11.

First-stage coders have to choose between two or more definite codes by using the rules described in Sections 5.9.3 to 5.9.6 of the *Reference Guide*.

Potential Codes

1.2.2 Potential Codes

A code is **potential** if there is some specific additional information which you require from the respondent in order to be certain that the code is correct. That is, the information in the record suggests that the code may be correct, but is insufficient to indicate that it is certainly correct.

As you are aware, many look-up titles require additional task or industry information to be coded, with certainty, to occupation level. When such information is missing from a record, it is often possible to identify two or more competing potential occupation codes.

For example, the title *Marker* without additional information has five potential codes. In the *ASCO Coding Index* you will find three entries containing this title, each with a different supplementary description, and in addition you will find two other entries containing *Marker* as the basic word in a two word title. All five of these entries assign different codes (7299-99, 3103-27, 2999-99, 5505-11 and 8199-11).

Without task or industry information, the look-up title *Marker* cannot be coded even to major group level since the five potential codes are not all in the same major group. (They are, in fact, all in different major groups.) The first-stage coder would refer such a record for query resolution. Whether or not a code could ultimately be assigned would depend on the query resolver's ability to obtain further information about the respondent's occupation.

However, potential codes at the occupation level can sometimes imply a definite code at a higher (major, minor or unit group) level of the classification. For example, the look-up title *Domestic* without task information has six potential codes at occupation level (8301-15, 8301-13, 8301-99, 8919-11, 8917-11 and 8921-13). Because these six occupations belong to a single major group (*Labourers and Related Workers*), the code which applies to that major group (8000-00) is a definite code for the record concerned.

1.2.3 Adequate Records

Adequate Records

Adequate records are records containing enough information to be coded, with certainty, to the occupation level of ASCO by someone with expert knowledge of the Australian labour force and the occupation classification.

Most adequate records can be coded without this expert knowledge in first-stage coding using the standard procedures described in the *Reference Guide*.

A few adequate records, however, will be referred to you because they cannot be processed using standard procedures. These include:

- occupation titles not covered by the index
- occupation titles covered by the index with detailed additional task or industry information that does not match any supplementary description.

Inadequate Records 1.2.4 **Inadequate Records**

Inadequate records are records containing insufficient information to be coded, with certainty, to the occupation level of ASCO. These include records which contain:

- occupation titles covered by the index but which lack the additional information required to match supplementary descriptions (there being no *NAI* or *except above* entries for such titles)
- missing titles, or titles which the coder is directed to disregard, and little or no useful task information.

The steps in query resolution are partly determined by the adequacy of occupation information in the record. Some steps are appropriate to both adequate and inadequate records. Others are more appropriate to one category than the other.

In Chapter 3 you will learn about the steps which should be taken to resolve a query and the type of record to which each step applies.

2 DOCUMENTS REQUIRED IN QUERY RESOLUTION

**DOCUMENTS
REQUIRED**

In addition to this guide, the query resolution process requires access to the following documents:

- *ASCO Coding Index*
- *ASCO Coding Index: Numerical Order (or Numeric Index)*
- *ASCO - Statistical Classification* (ABS Catalogue No. 1222.0)
- *ASCO - Occupation Definitions* (ABS Catalogue No. 1223.0)
- *ASCO - Keyword Index to Occupation Definitions* (ABS Catalogue No. 1229.0).

An overview of the content and use of each of these documents in query resolution is presented here. More details on their various applications are provided in Chapter 3 of this guide.

2.1 ASCO Coding Index

ASCO Coding Index

The *ASCO Coding Index* is the most important tool in query resolution. Entries in this index can be used to suggest potential codes for records in a form not suitable for processing using the matching rules and standard procedures described in the *Reference Guide*. Potential codes derived from non-standard matching procedures must always be checked against other *ASCO* publications (see Chapter 3.6).

For example, the first-stage rules which require exact matching of entry titles and which restrict the use of *NAI* entries to records with no additional information of the type specified are both relaxed in query resolution. Using the *ASCO - Statistical Classification*, the *ASCO - Occupation Definitions* and your knowledge of the conceptual and structural basis of *ASCO* enables you to make a more informed decision about the suitability of any potential code than would be possible in first-stage coding.

Similarly you will find that, in query resolution, you can use more discretion when using industry and employer responses. In some situations you will be permitted to match these responses with text which is not underlined in the index entry, because you will be taught the underlying principles for discriminating between legitimate and illegitimate use of industry information.

Numeric Index

2.2 ASCO Coding Index: Numerical Order

As described in Section 5.6 of the *Training Guide*, the *Numeric Index* is particularly useful for comparing index entries under two or more codes to decide to which occupation a particular record should be assigned. This procedure is used by first-line coders. In resolving queries you will learn (Chapter 3.6) to use the *Numeric Index* to check all codes which are not derived from the standard procedures described in the *Reference Guide*.

Statistical Classification

2.3 ASCO - Statistical Classification

This publication is an important tool in query resolution. It is useful for checking potential codes derived from the *Coding Index* by non-standard matching procedures. It can also help you identify potential codes for records that are not covered by the *Coding Index*.

However, the dangers of using the *Statistical Classification* as the primary coding document cannot be exaggerated. It is known that occupations are named and described in a variety of different ways by respondents. We know, for example, that some members of the Australian labour force who describe themselves as *labourers* operate plant or machinery and therefore belong to the Major Group 7 *Plant and Machine Operators, and Drivers* rather than Major Group 8 *Labourers and Related Workers*.

Similarly, some people who describe themselves as *managers* perform only non-managerial tasks. Many small shopkeepers fall into this category. Such people belong to Major Group 6 *Salespersons and Personal Service Workers*. Other people who describe themselves as *shop managers* perform managerial tasks such as *supervising staff, bookkeeping, ordering stock*, and, more generally, *administration or running the business*; these belong to Major Group 1 *Managers and Administrators*.

Thus, it is important to recognise that even when the look-up title is identical to an occupation in the ASCO structure, it does not refer to the same occupation, or group of occupations, if an entirely different set of tasks is involved. For this reason, entries in the *Coding Index* require matching of task as well as title information.

The *ASCO - Statistical Classification* comprises three parts:

- The Conceptual Basis of the Classification
- Structure and Group Definitions
- Keyword Index of Structure Titles.

2.3.1 Conceptual Basis of the Classification

Conceptual Basis of ASCO

The *Conceptual Basis of the Classification* is essential preliminary reading for query resolvers. To resolve queries accurately, you must understand the concepts on which the classification is based and the issues related to their application.

This part of the *Statistical Classification* defines occupation in terms of the tasks performed and describes the grouping of occupations according to the skill level and type of skill specialisation associated with those tasks. The hierarchical structure of the classification based on these broad concepts is also explained. To assign codes to records not covered by the *Coding Index* you must be aware of these underlying structural issues.

2.3.2 Structure and Group Definitions

Structure and Group Definitions

This part of the *Statistical Classification* provides a profile of the ASCO Structure and the associated code conventions. It also provides a listing of all Structure titles, in successively greater detail, for each of the four levels in the classification, namely:

- major groups (8)
- minor groups (52)
- unit groups (282)
- occupations (1,079).

You will recall that Structure titles are official titles used in ASCO to describe the 1,079 occupations in the Australian labour force and the unit, minor and major groups to which these occupations belong. Each occupation has a principal title (and sometimes also one or more alternative and specialisation titles). Structure titles do not correspond, on a one-to-one basis, to titles used in everyday language; therefore not all principal occupation titles in the ASCO Structure appear in the *Coding Index*, which is primarily an index of titles in common use.

The lack of correspondence between Structure titles and titles used by respondents means that the *Structure and Group Definitions* should never be used in isolation as a coding device. However this part of the *Statistical Classification* can help to resolve certain types of coding query since it provides a definition of each major, minor and unit group and describes the tasks most commonly performed in that group. Like the *Numeric Index*, it can help you decide whether a code is suitable for a particular record.

Query resolvers refer frequently to the structural lists, definitions and descriptions in the *Statistical Classification* to identify or confirm the groups to which records belong.

**Keyword Index of
Structure Titles**

2.3.3 Keyword Index of Structure Titles

The *Keyword Index of Structure Titles* contains all the official occupation titles in the Structure (except residual 'not elsewhere classified' categories) together with their corresponding occupation level (six-digit) codes. Each principal, alternative and specialisation title is listed under the keywords that it contains.

Keywords are words other than prepositions, conjunctions, definite and indefinite articles (*of, for, and, the* etc.). The keywords themselves are listed in alphabetical order. Thus the title *Clerk of High Court* is listed under *clerk, court* and *high*.

The *Keyword Index* can help you resolve queries by identifying possible titles in the Structure which might apply to the record. Like the *Structure and Group Definitions*, however, it should never be used alone as a coding device. To do so would result in many inaccurate codes being assigned.

**Occupation
Definitions**

2.4 ASCO - Occupation Definitions

This publication provides definitions of the 1,079 occupations which constitute the fourth level of ASCO, presented in numerical order of ASCO code. For each occupation, the principal title is given, and alternative and specialisation titles where applicable, followed by a description of tasks undertaken and skill level. The publication also contains a *Keyword Index of Structure Titles*; all major words (except articles, conjunctions and prepositions) which occur in the principal, alternative and specialisation titles are arranged in alphabetical order, and each keyword is followed by a list of all the titles in which it occurs and the appropriate ASCO occupation (6-digit) code for each title.

It must be stressed that the *ASCO - Occupation Definitions* is not suitable for use as the primary coding index for assigning ASCO codes to occupation data collected using natural language occupation titles or task descriptions. It is however extremely useful in query resolution procedures as described below.

Occupation Definitions may be used in the following ways:

1. Using the listed classification structure, determine in turn the most appropriate major group, minor group, unit group and finally occupation code.
2. Using the *Keyword Index of Structure Titles*, determine all occupation titles which might apply to the record.

Once potential occupation codes have been identified, occupation information from the record should be checked against the occupation definition(s) for the potential code(s) to ensure that there are no inconsistencies. If the match is close, the code checking procedures (Step 6) described in Chapter 3.6 must then be carried out.

2.5 ASCO - Keyword Index to Occupation Definitions

Keyword Index to Occupation Definitions

This is an index of significant words used in Occupation Definitions in the ASCO - Occupation Definitions.

The keywords were selected from both the lead statement and from the task descriptions of the principal title and each of the specialisation titles. Keywords were selected if they were:

- nouns, verbs or adjectives
- related to the performance of tasks in a restricted number of occupations
- important to the task description for a significant proportion of the occupations in which they were used.

Nouns like *activities*, *equipment* and *products* and verbs like *make*, *repair* and *supervise* are not included since they refer to a wide variety of occupations. In addition, adjectives related to verbs have generally been omitted where they refer only to occupations already referenced by the verbs themselves. Thus the adjectives *basted*, *blown* and *engraved* are omitted because the occupations to which each refers are already referenced by *bastes*, *blow* and *engraving*, respectively.

In instances where two grammatical variants of a noun or verb have been used in task descriptions, and where all occupations referenced by one of the variants have also been referenced by the other (which additionally may reference other occupations), then the former has generally been omitted to reduce redundancy. Thus the variants *cheeses*, *clock*, *disinfect*, *blows* and *illustrating* are omitted because all of the occupations to which each variant refers are already referenced respectively by the variants *cheese*, *clocks*, *disinfects*, *blow* and *illustrate*.

The keywords in the index are arranged in alphabetical order. Each keyword is followed by a list containing the code and the principal title of every occupation where the keyword is used. Each occupation appears as many times in this index as the number of different keywords used in the lead statement and task descriptions of the occupation.

Sometimes the *Keyword Index to Occupation Definitions* will enable you to match significant words found in the title or task response with occupations containing these words. This will help you to identify potential occupation codes when the record cannot be processed using standard procedures.

For example, you will find the keywords *magnetic* and *magnetism* in the *Keyword Index to Occupation Definitions*. You will see that there are five occurrences of the former and one of the latter word in the *Occupation Definitions*. By consulting these occupation definitions you may be able to identify a number of potential occupation codes from the *Keyword Index*.

Discretion is needed in assigning codes to records by this method. Before deciding that a record falls into a particular occupation, it is necessary to read the entire *Occupation Definition* to ensure the occupation information in the record is in no way inconsistent with that in the definition. If the match between the record and the definition is close, the code checking procedures described in Chapter 3.6 should then be followed.

3. MAIN STEPS IN QUERY RESOLUTION

MAIN STEPS

This chapter outlines the main steps in query resolution. It provides a general strategy which is applicable to all coding queries. However, some common occupation responses, which are known to be difficult to code, are dealt with in more detail in Chapter 4. These include the following occupation titles:

Clerk (General Clerk)
Labourer
Manager
Owner
Director
Proprietor (Business Proprietor)
Partner (Business Partner)
Engineer
Machine Operator
Plant Operator

If you have a query relating to one of the above, you should refer to the appropriate section of Chapter 4 as well as this chapter.

You should also refer to Chapter 4 (particularly 4.3.1) if you have a query relating to any occupation title which sounds managerial.

The ten main steps in query resolution are summarised in the table below. Most queries will be resolved using only a few of these steps. If in doubt, you should follow the steps in the sequence suggested.

The table shows the principal type of record, title or code to which each step applies. Note that a distinction is made between **records** and **titles** since the table must cater for all types of record, including those which yield more than one look-up title and those which yield no title, using the standard procedures of first-stage coding as outlined in the *Reference Guide*.

Main Steps in Query Resolution	Use This Step When You Have:
1. Repeating Standard Procedures of First-Stage Coding	records which yield at least one look-up title using standard procedures
2. Using the Look-up Title to Identify Potential Codes	titles for which Step 1 does not yield a code and for which entry titles exist in the index
3. Using an Alternative Title to Identify Potential Codes	titles for which Steps 1 and 2 yield no code (including those with a look-up title not in the index); records with no title and with tasks from which look-up titles cannot be created using standard procedures

- | | |
|--|---|
| 4. Using the Occupation Definitions and the Statistical Classification to Identify Potential Codes | titles or records for which steps 1-3 yield no code |
| 5. Choosing the Most Specific Code | records with 2 or more codes, where one is definite and nested inside the others |
| 6. Checking Codes | codes obtained using non-standard procedures (Steps 2-4) |
| 7. Choosing Codes on a Probability Basis | records with 2 or more competing potential codes |
| 8. Choosing the Code with the Lowest Leading Digit | records with 2 or more codes in different major groups where the code with the lowest leading digit is a definite code; some managerial titles with competing potential codes |
| 9. Using the Order of Precedence in Major Group 5 | records with 2 or more non-nested codes in Major Group 5 and no other code with a leading digit lower than 5 |
| 10. Coding to Major, Minor or Unit Group Level | titles or records with insufficient data to code to occupation level; records with 2 or more codes in one major group not resolved by Steps 5-9 |

Step 1

3.1 Step 1: Repeating the Standard Procedures of First-Stage Coding

The first step in resolving almost all queries is to ensure that the coder has correctly followed the standard procedures of first-stage coding using the *ASCO Coding Index*.

Even records which are clearly inadequate may be covered by *NAI* or *except above* index entries. Therefore, it is important to confirm that no code can be found by matching an index entry in the usual way.

You should follow Step 1 for all records which yield a look-up title using standard procedures i.e. records in which a title is given and records which have no title but contain a task description from which a look-up title can be created using the techniques described in the *Reference Guide*.

In this step you should repeat all the procedures which first-stage coders are expected to follow including, if necessary, looking for a new matching entry when following a directive or when checking any *Basic Word Equivalents*.

If you are able to assign a code to the record the query is not a legitimate one, and you should explain to the coder how you were able to find the code using the standard procedures. This will reduce the number of similar queries arising in the future.

If a query is legitimate you must try to identify potential codes for the record using Steps 2 to 4. Finally you must follow Steps 5 to 10, as necessary, to select the best code from those you have identified.

Some multiple titles may be referred to you because not all the titles given by the respondent are covered by the index. In such cases you should use standard procedures to find codes for titles that are covered, then you must try to identify potential codes for the other title(s).

If a title has been given (singly or as part of a multiple title) for which you cannot find a code using standard procedures, you should go to:

1. Step 2 If:

- a) the look-up title matches an entry title in a block of index entries;

OR

- b) the look-up title matches an entry title in only one index entry and that entry contains either:

- i. a supplementary description that does not match the additional information in the record;

OR

- ii. a directive to code to another basic word or entry title which does not lead you to a new matching entry with a code.

2. Step 3 If:

- a) there is no matching entry title in the index;

OR

- b) the look-up title matches an entry title in only one index entry and that entry directs you to disregard the title.

If neither title nor task description has been given by the respondent and you cannot obtain further information about the respondent's occupation, there is little point in proceeding beyond Step 1. In such a case, you should treat the record as uncodable. Usually this means you will assign the code 9999-99 to the record.

Similarly, if a matching index entry directs you to disregard the look-up title, and there is no other title or task information in the record, you should treat the record as uncodable.

Step 2

3.2 Step 2: Using the Look-up Title to Identify Potential Codes

Even when you have not found a code for a particular title using standard coding procedures, you may still be able to identify some potential codes using the *Coding Index*.

Step 2 is used for almost all look-up titles with a matching entry title for which Step 1 has not yielded a code. The exception is the look-up title which occurs in only one index entry where that entry has no code and a directive to disregard the title. In this case you should omit Step 2 and go straight to Step 3.

If the matching entry title occurs in a number of index entries, you should now look at each supplementary description, in turn, to see how closely it fits the record.

The occupation information contained in the record may be contradictory, ambiguous or incomplete so that you are not sure which, if any, of the supplementary descriptions in the block provides a suitable match. In such a case, you may find the *Numeric Index* or the *ASCO - Occupation Definitions* helpful. The use of these documents is more fully explained in Steps 4 and 6.

You may identify one or more entries which could refer to the occupation described in the record. Although you may require more information from the respondent to be certain of the accuracy of the code, you may be able to identify one or more potential codes for the title in question.

Note: you should never assign a potential code to a record until you have followed the checking procedures in Step 6.

Sometimes standard matching procedures clearly prevent you from matching additional information in the record with any of the supplementary descriptions but it is obvious that you would have a close match if you were allowed to use industry information or an *NAI* entry. In 3.2.1 and 3.2.2 below, you will learn how these may be used by query resolvers in certain restricted circumstances.

Using Industry Information

3.2.1 Using Industry Information

Occupation and industry are often confused, a fact which can cause problems in occupation coding. In *ASCO*, occupation is defined in terms of tasks performed by workers. Industry is usually defined in terms of the goods or services produced by an establishment. For example, someone who is employed by a school to clean its buildings is employed in the education industry whereas someone else who is employed by a government department to clean its offices is employed in the public administration industry. Both have the occupation of *Commercial Cleaner* and should be given the occupation code 8301-13.

The use of industry information in occupation coding is fraught with difficulty because many occupations, especially at the higher skill levels, are found in a variety of industries. For example:

- Insurance Clerks are not the only clerks who work in the insurance industry. You will also find Accounts Clerks, Filing Clerks and Personnel Clerks working in that industry. Similarly you will find that personnel consultancies employ clerks other than Personnel Clerks, and that the government statistical agency (ABS) employs many clerks other than Statistical Clerks.
- Hotel Managers are not the only managers who work in hotels. You will also find, for example, Security Managers in some of the larger hotels. Likewise a manager in a factory is not necessarily a Factory Manager. He or she could be a Sales and Distribution Manager or a Personnel Manager.
- Electrical Engineers are not the only engineers working for electricity supply authorities. Civil Engineers, among others, may also work for such organisations.

Owing to problems of this sort, the use of industry information in occupation coding is strictly limited in first-stage coding. The index designers have specified which information can be obtained safely from responses to the industry and employer questions by underlining the relevant text.

Generally speaking, it is safer to use industry and employer responses for coding the less skilled occupations in Major Groups 7 and 8 (and to a more limited extent Major Group 6) than for occupations in the other major groups.

For this reason many index entries with codes beginning with 6, 7 and 8 allow the use of industry and employer responses, for example:

6501-15	Dealer, <u>Amway</u>
7399-11	Attendant, Precipitator/ <u>ore processing</u>
8923-11	Lifter/ <u>railway</u>

In resolving queries you must give careful consideration to the use of industry and employer responses. While there are many occupation titles pointing to Major Groups 6, 7 and 8 for which you can safely use industry and employer responses, there will be a few queries relating to more skilled occupations where you can also use these data items.

Although it is difficult to generalise about such queries, the following hypothetical record serves as an example:

Title response:	Therapist
Task response:	
Industry response:	Physiotherapy Clinic

You are justified in applying the code 2313-11 for *Physiotherapist* to this record because the probability of another kind of therapist working at a Physiotherapy Clinic is fairly low.

However, in the absence of other title or task information, you cannot assume that a *therapist working for the Department of Occupational Health and Safety is an Occupational Therapist*. That department could employ many kinds of therapist including Physiotherapists and Psychotherapists.

If, in a particular case, you think it safe to use industry information, you should treat the code associated with the selected index entry as a potential code.

If industry information in a record is ambiguous or open to interpretation, you should always ignore that information. However you should still try to identify one or more potential codes from the index, using the remaining occupation information in the record.

Using NAI Entries

3.2.2 Using NAI Entries When Additional Information Is Not Useful

Records may be referred to you because they contain additional information and so cannot be matched with an NAI entry. In certain circumstances you should identify the code associated with that entry as a potential code. You should do so if you think the additional information is not useful in coding to ASCO.

Example 1

Title response: Council Labourer
Task response: Outdoor work
Industry response:
Employer response: Bloggsville Shire Council

The coder would refer this record to you because it has some limited information in the task and employer responses. Neither of these responses could help you select an occupation code from those listed in the index under *Labourer, Council*. You could, however, identify the Major Group code 8000-00, associated with the NAI entry, as a potential code. This would be legitimate if you could not obtain additional information to help you identify the correct occupation code.

In some cases you may be able to contact the respondent or the employer to get additional information, without breaching confidentiality. In other cases you may be able to use your general or local knowledge of the labour force to find the correct occupation.

Here is an example where local knowledge would help you assign the correct occupation code:

Example 2

Title response: Engine Driver
Task response: Driving engine
Industry response: -
Employer response: SECWA

The *NAI* entry under *Driver, Engine* has the code 7107-11 since most respondents using this title are train drivers (to which this code applies). A first-stage coder could not match the above record with the *NAI* entry because of the additional information in the employer response. If the coder did not know the meaning of *SECWA*, the record would be referred to you. If you had the necessary local knowledge, you would reject the default code 7107-11. You would assign the correct occupation code of 7301-11 (power generation) knowing that the respondent worked for the *State Energy Commission of Western Australia (SECWA)*.

Note: for the purpose of matching with an *NAI* entry, you should never treat a second title in a record as irrelevant information, unless it is one of the vague titles listed at the beginning of Chapter 3. Most of these are titles which coders are instructed to ignore in a multiple-title response. Generally, you should try to find a code for each title given in a multiple-title response.

3.2.3 Cases Where the Entry Title is Not Helpful

Entry Title Not
Helpful

As a query resolver, you can exercise discretion in using *NAI* entries and industry information where the first-stage coder is not allowed to do so. In addition, you have access to the *ASCO - Occupation Definitions* and other resources, which are not available to the first-stage coder. Nevertheless, there will be times when you cannot identify any potential codes from the index using the matching entry title.

Sometimes additional information in the record clearly does not match any supplementary description and there is no default entry.

Sometimes you will rule out all index entries in the block after comparing additional information in the record with the relevant *Occupation Definitions* in the *ASCO - Occupation Definitions*. (You will be given more details about how to use the *ASCO - Occupation Definitions* for this purpose in Steps 4 and 6.)

If Step 2 fails to provide you with any potential codes for the record, you should go on to Step 3.

3.2.4 Summary: Using the Entry Title

Summary: Step 2

Step 2 applies to most look-up titles with matching entry titles in the index for which Step 1 did not yield a code. It does not apply to titles which occur in only one index entry where that entry directs you to disregard the title.

After Step 2:

- if you have not identified at least one code for each look-up title, go to Step 3

- if you have identified only one possible code for the title, go to Step 6
- if you have more than one code to choose from, follow Steps 5 to 10, as appropriate, to select the best code.

Step 3

3.3 Step 3: Using an Alternative Title to Identify Potential Codes

This step is necessary for many records containing title or task information which is not covered by the *Coding Index* and hence for which neither Step 1 nor Step 2 can provide a code.

In general, when a title or record is not covered by the index, you should try to find a potential code by creating a new title using as much occupation information in the record as is needed. As a query resolver, you may use all the information in the title and task responses to create a new title. If you can create a new title, you should look it up in the index.

Title Synonyms

3.3.1 Using Title Synonyms

Step 3 is most useful when the record contains detailed occupation information. Very often the description given by a respondent has a commonly used synonym which can be found in the index. In some cases, you will find no match under the basic word given by the respondent but the qualifying words in the response appear in the index under a different basic word. Of course the title is only synonymous if the index entry refers to the same ASCO occupation.

For example, before the entry *Supervisor, Front End* was added to the index, a record containing this title would have required query resolution procedures. The coder would have found no suitable matches under the basic word *Supervisor*. As the query resolver, you might be aware of two index entries in which the qualifying words *front end* occur:

6403-01	Controller, Front End
7201-19	Driver, Front End Loader

These entries have different codes because the occupations to which they refer belong to different major groups in ASCO (one being in sales, the other in plant operation). The title *Front End Supervisor*, however, is actually used of persons who supervise check-out operators in supermarkets and is an alternative to the title *Front End Controller*.

Careful consideration of all the evidence is necessary, therefore, when searching for a synonymous title using a different basic word from that given in the look-up title. If you find a title in the index which could be synonymous, you should treat the code associated with it as a potential code. This means that you should not assign the code to the record until you have followed the checking procedures in Step 6.

Sometimes you will look at an occupation description in the record and recognise immediately an alternative description for a title you have seen in the index. At other times, you will hypothesise that an alternative can be found by looking in the index under a particular basic word.

Often you will need to make only minimal changes to the look-up title to find a matching index entry.

For example, you might change the basic word from *Officer* to *Clerk* if the tasks appear to be clerical, or from *Controller* to *Supervisor* if the tasks appear to be supervisory.

Here are more examples of plausible alternative titles. The index entry *Warden, Park* could be synonymous for the response *Park Superintendent* while the entry *Dealer, Foreign Exchange* is an alternative to the response *Foreign Exchange Trader*.

At other times you will need to make more comprehensive changes to the occupation description given by the respondent, using both a new basic word and new qualifying word(s), to generate an alternative title.

3.3.2 Missing or Vague Titles

Missing or Vague Titles

For records in which the respondent has given no title, you may be able to create one from a task description. In so doing you are not limited by the rules which apply to first-stage coders.

For example, the task response *processing vehicle insurance claims* can only be converted by the first-stage coder into a title by changing the task word *processing* to the basic word *Processor*. The record would be referred to you because no suitable matches would be found under this basic word. As the tasks are plainly clerical, you, the query resolver, could search the index for a synonymous title, under the basic word *Clerk*. (You would in fact find the entry *Clerk, Claims/ insurance*.)

You may even replace vague titles which occur in the index but have detailed, non-matching task information, with an alternative title generated largely from the task response.

Example 1

Title response: Labourer
Task response: Tailing-out

In this case you would find no suitable matches under the basic word, *Labourer*. By ignoring the vague title and converting the task response to the title *Tailer-Out*, you would find a matching index entry with the six-digit code 8199-13.

You should not, however, override the title response with task information unless the title contains little or no useful occupation information.

**Non-Matching
Qualifying Words**

3.3.3 Non-Matching Qualifying Words

Look-up titles not covered by the index include titles that contain a basic word which does occur in the index but cannot be matched with any entry titles because they include non-matching qualifying words.

If as a query resolver you encounter such a title, you may use your discretion to ignore the qualifying words and search the index, under the same basic word, for an entry title whose qualifying word(s) closely match the occupation information in the record. In this way you may identify one or more potential code(s) for the record.

Qualifying words which can be safely ignored, to effect a match with an entry title, would rarely contain much information about the occupation or tasks performed. Generally you should not ignore a qualifying word if it is simply unfamiliar or its meaning is obscure. Such words may tell us something about the occupation and, where the meaning cannot be clarified, it is better to code to a higher level of the classification (major, minor or unit group) or even to leave the record uncoded.

Here is an example of a record with a qualifying word which contains little occupation information:

Example 1

Title response: Duty Clerk
Task response: Admitting patients on ward

Following the rules of first-stage coding, there is no matching index entry for this record. The query resolver might decide to ignore the qualifying word Duty and look for another entry title, under the basic word Clerk, whose qualifying word(s) closely match other occupation information in the record. He/she would find the following entries:

5601-15 Clerk, Admissions
5601-15 Clerk, Hospital/ admissions or ward
5601-15 Clerk, Ward

Since the occupation information in the record closely matches the qualifying words in each of these entries, the associated code should be identified as a potential code. (The fact that all three entries have the same code, in this case, provides further evidence of its suitability for the record.)

Note: where it is possible to identify one close-matching entry from the *ASCO Coding Index*, it is often possible to identify similar-sounding occupations with the same code by referring to the *Numeric Index*. The query resolver should also read the *Occupation Definitions* for all potential occupations identified by this method. The exact checking procedures you should follow are described in Step 6.

Example 2

Title response: Hospital Clerk
Task response: Preparing roster for nursing staff

Once again there is no matching index entry for this record since the matching entry title has a supplementary description which clearly does not fit the additional task information. Therefore, you cannot assign the code 5601-15 to this record. Instead you might decide to look for another index entry under the basic word *Clerk* (temporarily ignoring the qualifying word *hospital*) whose qualifying words closely match the task response. You would find one such entry:

5905-11 Clerk, Roster

You would, therefore, identify 5905-11 as a potential code for this record. Once again, you would probably, at this point, check the *Numeric Index* and the Occupation Definition in the *Occupation Definitions* (Step 6) to identify other jobs assigned to this occupation and to ensure that tasks performed are consistent with the tasks described in the record.

3.3.4 Obtaining Additional Information for Unfamiliar Titles

**Additional
Information**

Quite clearly your ability to find alternative titles will depend on your knowledge of the labour force and the index. However, some titles with adequate information will have no alternative form in the index, neither under the basic word given, nor under any substitute basic word. Before it was added to the index, the title *Operator, Vibroseis* was in this category. The title refers to a single occupation involving the operation of a truck-mounted device for detecting minerals in the ground.

If you do not know the type and range of tasks covered by an unfamiliar occupation title, you should try to obtain this additional information. You may be able to contact the respondent, or an employer or business organisation, to obtain the necessary details. This may help you find an alternative title in the index.

When you cannot obtain any additional details about an unfamiliar occupation, you may have to leave the record uncoded. However, if the record contains a distinctive noun, adjective or verb (eg. *vibroseis*, *tailing* etc.) relating to the occupation, you should go on to Step 4 as you may be able to find this keyword in the *ASCO - Occupation Definitions* or the *Keyword Index to Occupation Definitions*.

3.3.5 Summary: Using an Alternative Title

Summary: Step 3

Step 3 is used to produce potential codes for records containing detailed occupation data that can be used to create alternative titles for searching the *Coding Index*.

After Step 3:

- if you have a title (or alternative title) for which you have not found a code in the index, go to Step 4 (this applies also when you have a multiple title and have not found a code for all of the titles)
- if you have identified a single possible code for the title, go to Step 6
- if you have identified more than one possible code, follow Steps 5 to 10, as appropriate, to select the best code.

Step 4

3.4 Step 4: Using the *Occupation Definitions* and the *Statistical Classification* to Identify Potential Codes

This step is necessary if you have a record, or an unusual title, for which you are unable to identify any definite or potential codes using the index. This is usually occurs when records contain very limited amounts of occupation information as it is rarely possible to think up alternative titles for such records. Records with no title and limited task information are good examples.

For such inadequate records you may be able to narrow down the choice to a single major, minor or unit group, or even a single occupation. You can often do this by comparing the occupation information in the record with Structure titles, or with group definitions at different levels and associated task descriptions in the *ASCO - Statistical Classification* and *ASCO - Occupation Definitions*.

This step may also be helpful for some vague titles such as *Clerk* and *Labourer*, listed at the beginning of Chapter 4, where there is little or no additional information. However, note that, for all ten vague titles in this list, it is important to consult the relevant section(s) of Chapter 4, when identifying potential codes from the *ASCO - Occupation Definitions* or *ASCO - Statistical Classification*. It is particularly important to do so for managerial-sounding titles. These publications contain fewer managerial titles than the *Coding Index* and may lead you to the wrong code if it is not used in conjunction with the methods described in Chapter 4.3.

Searching for a Keyword

3.4.1 Searching for a Keyword

You may be able to find the correct occupation level code by searching the *Keyword Index of Structure Titles* for a word found in the title or task response. You can look for a whole word, or for the stem of a word, describing the occupation or the main task performed.

It is usually a good idea to select a title or task word (or part thereof) which is distinctive and therefore limited to a few occurrences in the *Keyword Index*. An example is found in the task response *ailing out* (see 3.3.2 above). If you had not converted this task response directly to the title *Tailer-Out*, you could still have found the correct code by searching the *Keyword Index* for the character string *tail*. You would have found the keyword *Tailer* which, in fact, appears in only one Structure title. Keywords in this index can be located quickly as they are alphabetically sorted.

When a task word you are searching for does not appear as a keyword in the *Keyword Index of Structure Titles*, you should then search in the *ASCO - Keyword Index to Occupation Definitions*. This publication contains an alphabetic list of significant words which occur in occupation definitions. Each keyword heads a list of occupations whose definition contains the keyword, together with the codes of the occupations.

3.4.2 Comparing Occupation Data With Occupation and Group Definitions

Using Occupation and Group Definitions

Even when you are unable to find particular task words in the *ASCO - Occupation Definitions* and the *ASCO - Statistical Classification*, you may still be able to use these to identify the major group, minor group, unit group or occupation to which the respondent belongs. This will depend on the total amount of occupation information in the record and your knowledge of the Structure.

Sometimes you will be able to identify the correct occupation through a process of successive approximations. You might begin by looking at the list of major groups in the *Classification* and identifying one or more possibilities. You should then read the definition of each selected major group and compare it with the occupation information in the record.

If your selection sounds plausible, you should look at the list of minor groups in that major group. Again you must read the minor group definitions to confirm your choice; then you should try to identify some unit groups and confirm those by reading the relevant unit group definitions. Finally you may be able to identify the occupation involved.

Example 1

Title response:	Pilot/Technician
Task response:	Operating remote control underwater vehicle
Industry response:	-
Employer response:	ABC Enterprises

You might decide that this record could be assigned to either of two major groups, depending on the skill level of the particular tasks performed. The respondent could belong either to Major Group 3, which contains many technical occupations, or to Major Group 7 which contains mobile and stationary plant operators.

By looking at the list of minor groups in each of these two major groups, you might identify two or three possibilities, for example:

32	Engineering and Building Associates and Technicians
33	Air and Sea Transport Technical Workers
73	Stationary Plant Operators

Note that the minor group 72 *Mobile Plant Operators (Except Transport)* has been rejected on the grounds that the respondent *works a remote control vehicle from a plant at a fixed location*. Hence the plant operated is stationary rather than mobile (see Chapter 4.5).

By comparing the information in the record with that in the group definitions, you might identify some potential unit groups from these minor groups and then look for suitable occupations in these unit groups.

You would then go on to check each potential occupation code using the procedures of Step 6 (then, if you still had several codes to choose from, you would make your choice, where possible, on the balance of probabilities - see Step 7).

Inadequate or Unusual Data

3.4.3 Dealing With Very Inadequate or Unusual Data

For records with very limited amounts of occupation information, the first decision, in using the *ASCO - Occupation Definitions* and the *ASCO - Statistical Classification* to identify potential codes, is whether there is enough information to assign a code at major group level. Because first-stage coders cannot make the final decision that a record is uncodable, records with very limited information will be referred to you. You must make the final decision whether a code should be applied, and if so, at what level of the classification.

To help you make this decision, you should always look at the total amount of occupation information given in the record.

If you can identify the major group, you will, at least, be able to select the major group level code as a potential code.

You should not assign any code obtained from these procedures until the code has been checked using the procedures of Step 6.

If you cannot identify any major group because the title and task information is extremely inadequate or unusual, you must treat that information as uncodable. This means that the record is uncodable even though, as with multiple titles, there may be other codes to consider. Dual titles, for example, may comprise one title which is codable to major, minor, unit group or occupation level and one title which is not codable to any level of the classification. In such cases, you should not assign any code to the record.

3.4.4 Summary: Using the *Occupation Definitions* and the *Statistical Classification*

Summary: Step 4

Step 4 is necessary for all records and unusual titles for which you have been unable to find any potential codes using the index.

You may be able to identify the correct major group, minor group, unit group or occupation by reading group definitions at successively more detailed levels in the *Statistical Classification* and *Occupation Definitions*. Alternatively, you may be able to search for a particular title or task word in the *Keyword Index to Occupation Definitions* or in selected group definitions.

After Step 4:

- if you have not identified any potential codes, treat the record as uncodable (this applies even if you have a multiple title and have identified definite codes for all but one title)
- if you have identified two or more codes, one of which is definite (ie. identified in Step 1) and nested inside the other(s), go to Step 5
- otherwise, go to Step 6.

3.5 Step 5: Choosing the Most Specific Code

Step 5

You need only follow this step if you have identified two or more codes, one of which is definite and nested inside the other(s).

Remember that one code (code Y) is nested inside another (code X) when one of the following conditions is met:

Code X	Code Y (Nested code)
Major group code (eg. 8000-00)	Occupation code in same major group (eg. 8103-11)
Major group code (eg. 8000-00)	Unit group code in same major group (eg. 8103-00)
Major group code (eg. 8000-00)	Minor group code in same major group (eg. 8100-00)
Minor group code (eg. 8100-00)	Occupation code in same minor group (eg. 8103-11)
Minor group code (eg. 8100-00)	Unit group code in same minor group (eg. 8103-00)
Unit group code (eg. 8103-00)	Occupation code in same unit group (eg. 8103-11)

In first-stage coding the more specific code (code Y) would always be selected. In query resolution a similar rule applies. However, when you have two codes to choose from, one of which is nested inside the other you should choose the more specific code (be it at minor group, unit group or occupation level) only if it is a definite code; that is, the code has been extracted from the *Alphabetic Index* using the strict matching rules of first-stage coding outlined in the *Reference Guide*.

You should **not** assign the more specific code if it is only a potential one. Rather, you should go to Step 6 to check the potential code using the *ASCO - Occupation Definitions*, the *Numeric Index* and the *ASCO - Statistical Classification* (as appropriate). These procedures will help you decide the most appropriate code for the record. You may, in fact, decide to reject one or more potential codes at, say, unit group level, in favour of a definite code at a higher level of the classification.

If, after selecting the most specific (definite) code, there are no other codes to consider, you may assign this code to the record.

Having dealt with any nested codes, you may still have two or more codes to choose from. If these codes are **all definite** (ie. identified in Step 1), you should go directly to:

- **Step 8** when the codes are not all in the same major group
- **Step 9** when the codes are all in Major Group 5
- **Step 10** when the codes are in one major group other than 5.

In all other cases you should go on to Step 6 to check each potential code which you are still considering.

Step 6

3.6 Step 6: Checking Codes

This step is necessary for all codes which you have identified using non-standard procedures (Steps 2 to 4). To check these codes, you must consult both the *ASCO - Occupation Definitions* and the *ASCO Coding Index: Numerical Order*. When checking codes at a higher level of the classification (ie. major, minor or unit group codes such as 8000-00, 8100-00 and 8103-00), you must also consult the *Statistical Classification*.

These checking procedures cannot resolve the problem of data missing from the record. However, they are necessary to ensure that information present in the record is not at variance with group definitions, or with index entries bearing the same code which you are considering as a potential code.

In some cases, you will already have compared information in the record with group and occupation definitions, and with Structure titles. In so doing you may have already ruled out some codes and selected others as potential codes. All that is now required for these records is that you check the *Numeric Index*. This will give you a comprehensive list of index entries under each code that you are considering.

Checking the *Numeric Index* will help you decide whether the record really belongs with other jobs in the major, minor, unit group or occupation you have selected.

If the respondent's occupation description is too dissimilar from other entries for the occupation, you would usually reject the code.

The exception to this rule is the case where the code is one ending 99. You may assign a record to an occupation with code ending 99, whether or not the occupation described sounds similar to other specialisations in the group, provided you are certain it belongs to the unit group in question and clearly does not belong to any other occupation within that unit group.

If you have extracted codes from the index using the non-standard procedures of Steps 2 or 3, you may not have checked these in the *ASCO - Occupation Definitions*. You should do so now.

First you must read the relevant occupation definitions to ensure they are not at variance with the information in the record. You may wish to read definitions for other groups at the level above the selected level. You may also wish to read definitions for adjacent occupations (ie. at the same level as the selected one) to ensure that the one selected is the most appropriate.

Secondly, you should look at the Structure titles in each relevant occupation and in adjacent occupations.

If the occupation definitions, Structure titles and titles in the *Numeric Index* all fit with the information in the record, then you have good evidence that the code is appropriate. If you are doubtful about the closeness of the fit, then you should reject the code.

Where there are two competing potential codes (in the same or different major groups), these checking procedures may provide support for one of the codes and lead you to reject the other.

However, you should remember that the managerial title with no task information is a special case. Where one of the potential codes commences with 15 or 16 and the competing code commences with a higher digit, indicating a different major group (eg. 45 *Printing Tradespersons*), you should reject the latter in favour of the managerial code. For many managerial-sounding titles, you will, of course, need to consult the *Numeric Index* and the *Occupation Definitions* to confirm that the 15 or 16 code is more appropriate than any other managerial code. (The occupation definitions together with the special procedures outlined in Chapter 4.3 will help you make this decision.)

Where one or more potential codes are nested inside a definite, higher level code, the checking procedures may help you choose between them. If in doubt, you should always reject the potential code(s) in favour of the definite higher level (major, minor or unit group) code.

If competing potential codes are in different major groups but **none** is supported by the *Numeric Index* or the *Occupation Definitions*, you should leave the record **uncoded**. This is the correct procedure even when you are dealing with a multiple title and have another definite code to consider. The rule for multiple titles is that you assign, where possible, the code for the title with the highest skill level - see Step 8. However, this is not possible where you cannot identify the major group to which one of the titles belongs. Thus if you have one title which is codable to occupation level and one which is not codable even to major group level, you should leave the record **uncoded**.

Sometimes the checking procedures will support two or more competing potential codes for a title given singly or as part of a multiple title. In this case, you should go on to Step 7.

More often, the checking procedures will leave you with just one potential code, at major, minor, unit group or occupation level. In this case, the one potential code should now be treated as definite.

This code should be assigned to the record if there are no other definite codes to consider.

If you are dealing with a multiple title and now have **one definite code** for each title given, you should go on to:

- Step 8 when the codes are not all in the same major group
- Step 9 when the codes are all in Major Group 5
- Step 10 when the codes are all in one major group other than 5.

Step 7

3.7 Step 7: Choosing Codes on a Probability Basis

This step is necessary for all records where, after following the checking procedures, you still have two or more competing potential codes.

This step is not necessary for multiple titles where you have only definite codes to consider.

When there are competing potential codes, you may select one of these on a probability basis if occupation details in the record, or your knowledge of the labour force, suggest that one code has a very high probability of being correct.

For example, you might know that approximately 80 per cent of respondents using a particular occupation title belong to unit group X while the remaining 20 per cent belong to unit group Y. If you have no contrary evidence in a record containing this title, you should select the code for X.

Obviously, if there is evidence in the record that the respondent belongs to the minority occupation in unit group Y, you should select the code for Y.

Choosing between two codes on the basis of probabilities is only feasible when there is clear evidence in favour of one of the codes.

If you can identify the more probable code, you will normally assign that code to the record.

If you cannot identify the more probable code but the competing potential codes are all in the **same** major group, you should replace them with a single code at major, minor or unit group level (see Step 10).

When you cannot identify the more probable code, and the competing potential codes are in **different** major groups, the record is usually uncodable.

The exceptional case is one involving a multiple title where the definite codes available are **all** at the same, or a higher, skill level than **any** of the potential codes. In such a case you should discard all the potential codes, then either assign the definite code if there is only one such code available, or go to Step 8, 9 or 10, depending on the major groups involved, if there are two or more definite codes.

3.8 Step 8: Choosing the Code With the Lowest Leading Digit

Step 8

This step is required for records with detailed occupation information for which there are two or more definite codes in different major groups. Generally this means that the record contains either a multiple title or a single title with multiple tasks and, as a result, there are two or more definite codes available. In all such cases the code relating to the most skilled task, or occupation, is applied.

Coding to the highest skill level is also required for certain inadequate records containing a single title and no task information. These records have two (occasionally more) competing potential codes in different major groups.

For example:

Title response: Receptionist-Home Help

This record contains two titles and no additional information. It has one definite and three potential occupation codes. From the index you can extract the definite code 5601-11 for the title *Receptionist* and three potential codes (6607-11, 6601-15, 8301-99) for the title *Home Help*. The latter is not codable without task information because the competing codes are in two different major groups and it is not possible to choose between them on a probability basis.

In this example, the definite code is at a higher skill level than all three potential codes so you would be justified in assigning the definite code 5601-11 for *Receptionist*.

However, if one of the potential codes were at a higher skill level than the definite code, you would leave the record uncoded.

If you can identify the code with the lowest leading digit and there is only one such code, you should assign it to the record.

In the rare event that you still have two or more codes to choose from: (in the same major group), you should go on to:

- **Step 9** if the codes are in Major Group 5; or
- **Step 10** in all other cases.

Step 9

3.9 Step 9: Using the Order of Precedence in Major Group 5

This step is necessary for records with two or more (non-nested) codes in Major Group 5 and no other code with a leading digit lower than 5. By applying the order of precedence, you will, in most cases, reduce the number of available codes to one.

If you have two or more non-nested codes commencing with 5, you should select whichever of the codes comes first in the following order of precedence:

1. codes commencing 5601
2. codes commencing 5101
3. codes commencing 5301
4. codes commencing 5303
5. codes commencing 59
6. codes commencing 55
7. codes commencing 5305
8. codes commencing 5105
9. codes commencing 5103
10. codes commencing 52
11. codes commencing 54
12. codes commencing 5603
13. codes commencing 5605

If applying the order of precedence leaves you with only one code for the record, you should assign that code.

Occasionally you will still have two or more codes to choose from. (This could arise if you had two unit group codes belonging to a single minor group in Major Group 5 or two occupation codes belonging to the same unit group in major group 5.) If this occurs, you should go on to Step 10.

Step 10

3.10 Step 10: Coding to Major, Minor or Unit Group Level

This step is necessary for all titles and records with insufficient data to code to occupation level (except in certain cases involving supervisors or apprentices; see 3.10.1 below), where you can identify the unit group, minor group or major group to which the respondent belongs. In such cases you should assign a code at unit, minor or major group level.

Step 10 is also necessary for records with two or more non-nested codes in one major group which cannot be resolved using Steps 6 to 9. The two codes may be at the same level of the classification (eg. both unit group codes) or at different levels of the classification (eg. one unit group and one minor group code). In either situation, you should choose the appropriate major, minor or unit group level code, as shown in the table below:

Codes Available	Code Selected
2 or more occupations in same unit group (eg. 8101-11, 8101-13)	Unit group code (eg. 8101-00)
2 or more occupations in different unit groups but the same minor group (eg. 8101-11, 8103-11)	Minor group code (eg. 8100-00)
2 or more occupations in different minor groups but the same major group (eg. 8101-11, 8201-11)	Major group code (eg. 8000-00)
1 unit group and 1 occupation in a different unit group, but in the same minor group (eg. 8103-00, 8101-13)	Minor group code (eg. 8100-00)
1 unit group and 1 occupation in a different minor group, but in the same major group (eg. 8103-00, 8201-11)	Major group code (eg. 8000-00)
1 minor group and 1 occupation in the same major group but a different minor group (eg. 8100, 8201-13)	Major group code (eg. 8000-00)
2 or more unit groups in the same minor group (eg. 8101-00, 8103-00)	Minor group code (eg. 8100-00)
1 minor group and 1 unit group in the same major group but a different minor group (eg. 8100-00, 8203-00)	Major group code (eg. 8000-00)
2 or more minor groups in the same major group (eg. 8100-00, 8200-00)	Major group code (eg. 8000-00)

In most cases, the major, minor or unit group code determined by the above process will be assigned to the record.

For example:

Title response: Cafe Hand
Task response: Serving food and working on till

In this example, the respondent performs tasks associated with two different occupations; hence two definite codes are available - *6403-11 Hand, Cafe/ checkout operating* and *6301-15 Hand, Cafe/ counter service*. The coder should assign the major group code 6000-00 to this record.

If, exceptionally, you still have other codes to consider after this step, the major, minor or unit group code should be treated as definite. In such a case, you must return to a previous step (between 5 and 9 as appropriate) to determine which of the codes remaining should be assigned to the record.

**Supervisors and
Apprentices**

3.10.1 Supervisory/Trainee Status

There are specific occupation codes for supervisors in many unit groups, and for apprentices/trainees where appropriate. If the record actually indicates supervisory or trainee status, then these special codes may be assigned. Otherwise the record should be coded to the substantive (ie. non-supervisory, non-apprentice) occupation. This is an exception to the rule for applying dump codes to competing potential codes.

4. DIFFICULT CASES

DIFFICULT CASES

This section contains some further advice on occupation titles which are known to be difficult to code.

Many records which cannot be processed by first-stage coders contain vague titles and little or no task information. Here are some of the more commonly used titles in this category. Note that the first seven titles in the list are ones which should be ignored when given as part of a multiple title:

1. Clerk (General Clerk)
2. Labourer
3. Manager
4. Owner
5. Director
6. Proprietor (Business Proprietor)
7. Partner (Business Partner)
8. Engineer
9. Machine Operator
10. Plant Operator

Quite often, these titles are given with no task details or with a task response which merely repeats the information in the title response; for example, *clerical duties, labouring, engineering* etc.

Most are not codable, with certainty, even to major group level without details of the specific tasks performed. However, some can be assigned a major group code on a probability basis. In each case, you must decide whether to apply a major or minor group code or leave the record uncoded.

4.1 Clerk

Clerk

Of the commonly used vague titles, *Clerk* is one of the few that appears in the index in an *NAI* entry with a higher level code. Although a few respondents use the title *Clerk* when it is clear from their tasks they do not belong to Major Group 5, the index entry *Clerk/ NAI (about specific tasks)* has the major group code 5000-00. Without this entry, many inadequate records would be referred to you. The use of this higher level code means that a small proportion of records are coded to the wrong major group but many more records, which would otherwise be left uncoded, are coded correctly.

When a record containing the title *Clerk* or *General Clerk* is referred to you which also contains some task information, you may choose the major group code if you think the additional information is not useful.

On the other hand, you may be able to make use of the information to find a more specific code.

For example:

Title response: Clerk
Task response: Controlling fleet of vehicles

This record would be referred to you because there is no matching index entry under the basic word *Clerk*. In cases like this, where there is detailed task information, you should disregard the vague title and try to generate a new title from the task response (see Chapter 3.3). You could, for example, create the title *Fleet Controller* from the task description in this record. There is a matching index entry for this title with code 5503-15.

Labourer

4.2 Labourer

There is no index entry *Labourer/ NAI (about specific tasks)* with a higher level code for two reasons. Firstly, it is recognised that a large proportion of people using this title operate plant or machinery and so belong to Major Group 7 rather than Major Group 8. As the query resolver, you are given the opportunity to check the occupation details before assigning the major group code 8000-00 on a probability basis.

Secondly, because an *NAI* entry would have the major group code 8000-00, there is a danger that it would be used by first-stage coders for records to which you, the query resolver, could assign a more specific code. You might, for example, recognise an employer's name in the record and thereby confirm that the labourer works in a factory. Since all factory labourers who give no task information should be assigned the code 8199-00, the lack of a higher level code entry means there is an opportunity to assign a more specific code at query resolution. Of course, if you are unable to make use of the industry or employer response, you can still assign the major group code 8000-00.

If the record contains detailed task information for which you can find no matching entry under *Labourer*, you may ignore the vague title and try to create a new one from the task response.

Managers

4.3 Manager, Owner, Director, Proprietor and Partner

There is no *NAI* entry with a higher level code for any of these single-word titles. The reasons are twofold: firstly, many respondents using these titles should be assigned to a major group other than Major Group 1. Most such respondents are in charge of small businesses but are mainly engaged in the work of the business (selling, hairdressing, cooking, driving etc.) rather than managerial or administrative tasks. You are given the opportunity to check the occupation details before assigning a managerial code which resolves the query in favour of the code at the higher skill level. As above, you may be able to get further details of the occupation which will allow you to assign the respondent to the correct major group.

Secondly, there is a danger that an *NAI* entry with the major group code 1000-00 would be used by first-stage coders to code records which could be assigned a more specific code. Even without task information it may be possible to assign a code at unit group level to persons describing themselves as the *manager*, if the name of a retail or other business is given in the employer response.

Most persons describing themselves as *Managers, Owners, Directors, Proprietors or Partners* of small businesses, who give no task details, can be coded to a managerial unit group in Minor Group 15 or 16.

Those who mention any managerial or administrative tasks such as *running the business, managing the business, supervising staff, doing the books or ordering stock* (see chapter 4.3.1 below), are also given a managerial code but those who mention *only* the work of the business are coded to the non-managerial tasks performed, for example:

Business	Task	Correct Code
Retail Sales	Selling	6301-00 (Assistant, Sales/ selling or serving; <i>NAI</i> (about type of goods))
Transport	Driving bus	7101-11 (Driver, Bus)
Hairdressing Salon	Cutting hair	4927-11 (Hairdresser/ except above)

If the record contains a description of the establishment managed but there is no matching index entry, you may be able to find an alternative title for the respondent (see Chapter 3.3) under *Manager* using a synonym. For example you would not find the title *Proprietor, Petrol Filling Station* in the index but you would find the more commonly used titles *Manager, Service Station* and *Manager, Garage*.

4.3.1 Additional Steps for Titles Which Sound Managerial

Additional Steps for Managerial Titles

Many titles used by respondents sound managerial. For such titles, you should first try to find a code in the index by following Steps 1 to 3 as outlined in Chapter 3. If this does not produce any codes, you may consult the *Occupation Definitions* and the *Statistical Classification* (Step 4) or you should use them in conjunction with the strategy outlined below.

These publications contain fewer managerial titles than the *Coding Index*. They were not designed primarily as coding documents and therefore cannot give the reader an appreciation of the importance of each basic word, verb and object in the title and task response when determining whether a respondent belongs to Major Group 1. Those basic words, verbs and objects which ASCO recognises as managerial are listed in the strategy below.

This strategy can help you decide not only whether the respondent belongs to Major Group 1 but, if so, whether the major group code 1000-00 or a more specific code should be assigned.

It may also be used to confirm a code identified from the index using non-standard coding procedures (Steps 2 or 3).

However, this strategy only applies to respondents who are **not** employed in Commonwealth, State or Local Government.

1. Check title and task responses.

To be managerial (ie. Major Group 1) the respondent must give one of the words in list (a) below as a basic word, **and**, if tasks are mentioned, satisfy the task rules outlined at (b) and (c) below:

(a) Managerial basic words

manager	administrator
owner	executive
director	head
proprietor	chief
partner	

(b) Managerial verbs

If tasks are mentioned, there should be at least one task with a managerial verb from the list below:

manage	control
run	direct
administer	co-ordinate
organise	

(c) Managerial objects

If that verb has an object, it must be a managerial object (either organisational or functional as listed below):

Organisational

business
department (except retail store)
division
branch
company
firm
resource(s)

Functional

finance
personnel/staff
marketing
production
supply
distribution
processing

Using the above lists, you will be able to establish whether or not the respondent is a manager (in ASCO terms) by answering the following questions:

- | | | |
|----|-------------------------------|--------|
| 1. | Non-government? | YES/NO |
| 2. | Managerial basic word? | YES/NO |
| 3. | Managerial verb? | YES/NO |
| 4. | Does the verb have an object? | YES/NO |
| 5. | Is the object managerial? | YES/NO |

Remember, if the answer to Question 1 is **NO**, this strategy does not apply.

The effect of these questions is illustrated by the following examples:

Example 1

Title response: Branch Manager
Task response: Organising business

- | | | |
|----|-------------------------------|-----|
| 1. | Non-government? | YES |
| 2. | Managerial basic word? | YES |
| 3. | Managerial verb? | YES |
| 4. | Does the verb have an object? | YES |
| 5. | Is the object managerial? | YES |

Therefore the respondent is in Major Group 1.

Example 2

Title response: Administrator, Wages and Salaries
Task response: Running pay system

- | | | |
|----|-------------------------------|-----|
| 1. | Non-government? | YES |
| 2. | Managerial basic word? | YES |
| 3. | Managerial verb? | YES |
| 4. | Does the verb have an object? | YES |
| 5. | Is the object managerial? | NO |

This respondent is **not** in Major Group 1 because the task is not managerial.

Example 3

Title response: Manager
Task response: Managing

- | | | |
|----|-------------------------------|-----|
| 1. | Non-government? | YES |
| 2. | Managerial basic word? | YES |
| 3. | Managerial verb? | YES |
| 4. | Does the verb have an object? | NO |

This respondent is in Major Group 1 because there is no information to indicate that the task is not managerial.

Example 4

Title response: Supervisor

Task response: Organising and controlling assembly line

- | | | |
|----|------------------------|-----|
| 1. | Non-government? | YES |
| 2. | Managerial basic word? | NO |

This respondent is **not** in Major Group 1 because *supervisor* is not a managerial basic word.

2. Specialist or Generalist Manager?

Once you have established that the respondent is a manager (in ASCO terms) the next step is to establish whether he or she is a specialist or generalist manager.

A **specialist** manager has:

- **functional** qualifying word(s), or
- a **managerial** verb with either one or two **functional** objects.

For example:

Data Processing Manager
 Personnel Manager
 administering finances
 controlling supply and distribution
 managing data processing and finances

If you establish that the respondent is a **specialist** manager, he or she must belong to Minor Group 13 *Specialist Managers*. You will usually be able to select a particular unit group and occupation when feasible by referring to the *ASCO - Occupation Definitions*, the *ASCO - Statistical Classification* and the *ASCO Coding Index: Numerical Order*.

A **generalist** manager has no **functional** qualifying words and, if there is a managerial verb, either no functional objects or more than two.

Example 1

Title response: Manager

Task response: Managing business

This record has no qualifying words and a managerial verb with an organisational object rather than functional objects. Therefore the respondent is a generalist manager.

Example 2

Title response: Company Manager

Task response: Managing

This record has an organisational qualifying word and no managerial objects. Therefore the respondent is a generalist manager.

Example 3

Title response: Manager

Task response: Co-ordinating supply, distribution and finances

This record has no qualifying words and a managerial verb with three functional objects. Therefore the respondent is a generalist manager.

3. Scale of Enterprise Managed?

If you establish that the respondent is a **generalist** manager, you must now decide the scale of the enterprise managed. For our purposes the two possibilities are large and small.

The scale is **large** if the qualifying words or the object of the managerial verb indicate a large geographical unit or a large organisation or organisational component; for example:

regional
area
division

The scale is **small** if the qualifying words or the object of the managerial verb indicate a small organisational component or a small organisation; for example:

branch
boutique

In the absence of clear evidence about the scale of the enterprise, you should assign the major group code 1000-00. Note that words like *business*, *company* and *firm*, without additional information, do not indicate the scale of the enterprise.

You should code a generalist manager working for a large scale organisation to occupation 1201-11. This occupation, entitled *General Manager* in the *ASCO - Occupation Definitions*, applies to respondents who have specialist managers reporting to them.

If the scale is small, the respondent may belong either to Minor Group 15 or Minor Group 16. Minor Group 16 refers to managing supervisors of establishments which carry out activities other than retail trade or personal (ie. face-to-face) services to the general public. The *Numeric Index* may help you to choose between codes commencing 15 and 16.

If you cannot be sure whether the correct minor group is 15 or 16, you should assign the major group code 1000-00.

Industry and employer information will help you to choose between unit groups in Minor Group 15. You should consult the occupation definitions and *Numeric Index* in making your choice.

Engineer

4.4 Engineer

There is no *NAI* entry for this single-word title mainly because, without task details, respondents are almost as likely to be tradespersons as professional engineers. Since the relative probabilities are difficult to determine without task information, a major group code is too risky. If you, the query resolver, cannot get more occupation details from the record, the respondent or the employer, the title *Engineer* must be left uncoded. However, if you can get a detailed task description, you may be able to create a new title from that description.

**Machine Operator
and Plant Operator**

4.5 Machine Operator and Plant Operator

Machine Operator and *Plant Operator* are commonly used titles which are often given with little or no additional information.

The response *Plant Operator* without task or industry information has a definite code 7000-00 because there are few plant operators in other major groups. Although operators of ships and aircraft belong to Major Group 3 *Para-professionals*, they create few problems in coding because they generally do not use the word *Operator* as their basic word.

However, many people who operate machines belong to major groups other than 7. *Business Machine Operators*, for example, belong to Major Group 5 (*Clerks*) while *Paper Guillotine Operators* and *Wood Turning Lathe Operators* belong to Major Group 4 (*Tradespersons*).

Nevertheless, inadequate records containing the title *Machine Operator* and no useful additional information are assigned the major group code 7000-00 as this code still has a high probability of being correct.

Sometimes you will have additional information about the machine, plant or materials worked on which is difficult to interpret. In everyday use the terms *machine* and *plant* are often interchangeable but in ASCO these words have a precise meaning.

Mobile plant has an onboard engine and operator. The operator's main task is to operate the engine which enables the plant to move from place to place. Mobile plant operators are further divided according to the primary function of the plant.

If that function is to transport passengers or goods by road or rail, then the operator belongs to Minor Group 71 *Road and Rail Transport Drivers*.

If the mobile plant has a function other than transport, then the operator belongs to Minor Group 72 *Mobile Plant Operators (Except Transport)*.

Thus drivers of buses, trams, trucks, cars and locomotives belong to 71 while operators of bulldozers, forklifts, fire fighting equipment, harvesters etc. belong to 72.

Stationary plant is operated in a fixed location and requires the operator to sit within or to move about inside or outside it. Once activated, stationary plant will generally continue to function automatically, without direct intervention from the operator. The operator's main task, therefore, is to monitor the performance of the plant and to ensure that it is functioning correctly and safely. Minor Group 73 *Stationary Plant Operators* contains operators of the following types of plant: power stations, boilers, furnaces, drilling rigs and refineries.

Machinery is mechanical apparatus which is normally operated in a fixed location by an operator standing or sitting next to it. Generally a machine is smaller than plant and requires constant intervention from the operator in order to carry out its function.

Minor Group 74 *Machine Operators* contains operators of the following types of machinery: packing machines, sewing machines, plastic extruders, metal presses and moulding machines, to name but a few. This minor group excludes some more skilled occupations in which the principal task involves operating a machine, as noted above.

Hand-held tools which are portable and which have to be moved as part of their operation are not machines as defined in ASCO. Chainsaws, power drills and jackhammers are hand-held tools. People who use these tools as the principal part of their job are in major groups other than 7, depending on their skill level.

You should bear these definitions in mind when you are resolving queries relating to persons who indicate they operate plant or machinery. Note that most records for which you can identify the minor group also have enough information to identify the unit group and possibly the occupation. You will, therefore, assign most records containing the title *Machine Operator* or *Plant Operator* either at least a unit group code or the Major Group code 7000-00. Only rarely will you assign a minor group code.